

Hope Presbyterian Church

Policy for Acceptable Use of Computers and Networks

Foundation

To better serve our congregation and provide our employees and volunteers with appropriate tools to do their jobs, Hope Presbyterian Church acquires and maintains various technology products including computers, computer systems, projectors, printers, software, networks, and other technological resources as required. These technological resources are intended for church related purposes only. Limited personal use is permitted if the use imposes no tangible cost to the Church, does not unduly burden the Church's computer or network resources, and has no adverse effect on the mission statement of the Church. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege. All use of the technological resources of Hope Presbyterian Church must be compatible with the mission of Hope Presbyterian Church

Application & Coverage

This policy applies to all users of the church's computing resources including non-employees. This policy may be modified as deemed appropriate by Hope Presbyterian Church. Users are encouraged to periodically review the policy as posted on Hope Presbyterian Church's Website (www.hopeaustin.org). No policy can lay down rules to cover every possible situation. Instead, it is designed to express Hope Presbyterian Church's philosophy and set forth general principles when using electronic media and services.

Compliance

Users of Hope Presbyterian Church's computing resources must comply with federal and state laws, the church's rules and policies, the terms of contracts, and software licenses. Examples of applicable laws, rules, and policies include the laws of libel, privacy, copyright, trademark, obscenity and child pornography, the Texas Computer Crimes Act, the Electronic Communications Privacy Act, and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking" and similar activities. Users are not permitted to download and/or install any software onto any computer system without express permission from the designee(s) of the Stewardship Commission.

Responsibility & Consequences

Users are responsible for any activity originating from their accounts, which they can reasonably be expected to control. Persons other than those to whom they have been assigned by the systems administrator may not, under any circumstances, use accounts and passwords. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner should change the password and report the incident to the systems administrator.

Users must not use computing resources to gain unauthorized access to remote computers or to impair or damage the operations of the church's computers, networks or peripherals. Deliberate attempts to circumvent data protection or other security measures are not allowed.

Users who violate this policy may be denied access to the Church's computing resources and may be subject to other penalties and disciplinary action, including possible termination of employment. Hope Presbyterian Church may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Safeguards

Users should be aware that Hope Presbyterian Church cannot guarantee security and confidentiality. Users should therefore engage in “safe computing” practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Monitoring

Users should also be aware that their use of the church’s computing resources is not private. The church does not routinely monitor individual usage of its computing resources. The normal operation and maintenance of the church’s computing resources requires the backup of data, monitoring of communications and the logging of activity. Users also should be aware that files or messages that the user has deleted may be stored elsewhere and are not necessarily erased from the network.

Data file protection

In order to insure enhanced security, backup and recovery of application data files, all church related users data files are required to be created and maintained on the church’s main network server. User data files on the network server are routinely backed up to a secure offsite storage facility. All data files stored on the church’s computer systems become the property of Hope Presbyterian Church. User generated non-church related data files may reside on individual desktop computers and users are encouraged to practice appropriate backup procedures to insure recovery of lost data files.

Electronic Mail

For purposes of this document, e-mail includes any electronic messaging involving computers and computer networks.

All e-mails stored on the church’s computer systems become the property of Hope Presbyterian Church. Hope Presbyterian Church maintains the right to request copies of any and all e-mail, sent or received by a user, from the church’s Internet Service Provider and also to recover deleted files. Remember that persons, who receive e-mail from an account with a “hopeaustin.org” address, or from someone acting with a capacity as a representative of the Church, might think the message represents the Church’s point of view.

All e-mail must be formulated and sent with the intent of the previously stated purpose: it must be compatible with the mission of Hope Presbyterian Church.

Inappropriate Uses of Computing and Network Resources

While not an exhaustive list, the following uses of computing and network resources by individuals are considered inappropriate and unacceptable.

- Chain mail that misuses or disrupts resources
- Virus hoaxes
- Spamming or e-mail bombing attacks
- Offensive or disruptive content – This includes, but is not limited to, harassing or hate-mail, obscene or vulgar language, pornography, sexual comments or images, and derogatory or defamatory messages.
- Junk mail – Unsolicited e-mail that is not related to Hope’s business and is sent without a reasonable expectation that the recipient would welcome receiving it
- False identification – Any actions that defraud another or misrepresent or fail to accurately identify the sender.

This Acceptable Use Policy (AUP) has been developed by the Technology Committee and approved by the Personnel Committee and the Stewardship Commission of Hope Presbyterian Church. If you feel the AUP is unreasonable, would like to suggest an addition, or would like to report a violation of the AUP, please contact the Personnel Committee Chairperson of Hope Presbyterian Church

