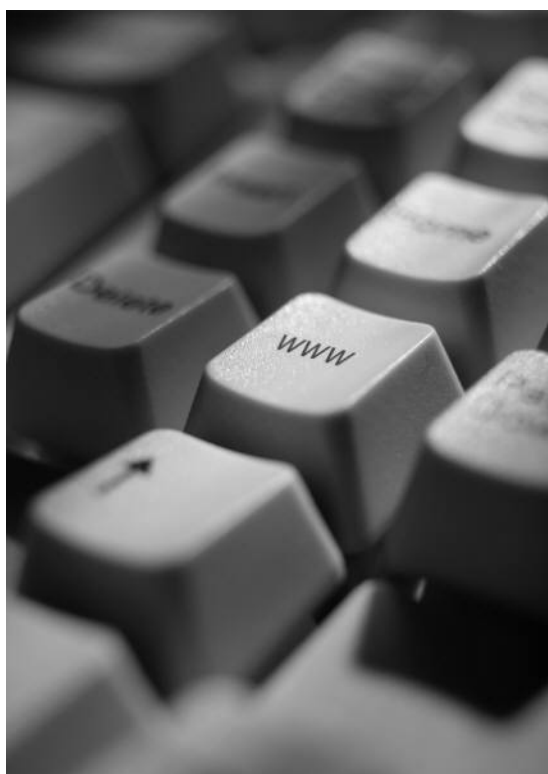


**First United Methodist Church**  
72 Lake Morton Drive  
Lakeland, Florida 33801  
863-686-3163

# COMPUTER & INTERNET USAGE POLICY



## **FIRST UNITED METHODIST CHURCH COMPUTER AND INTERNET USAGE POLICY**

### **I. General**

Staff and volunteers of First United Methodist Church who are designated to have access to the internet and church technology are required to use their access in a Christian, legal, and informed way, conforming to network etiquette, customs and courtesies.

All files and email are property of First United Methodist Church. Staff use of church technology is not private. First United Methodist Church reserves the right to monitor staff use of the internet and/or church computers at any time. Staff must abide by security policies, procedures and guidelines, and are to refrain from practices that might jeopardize the church's computers, data, network, systems security or work in general.

The system administrator, under the authorization and consent of the Executive Pastor, may be instructed to monitor staff compliance to this policy.

Staff must guard against computer viruses and security breaches of any kind.

Staff may not transfer or install any software or files from the internet, or hardware devices (PDA's, cell phones, etc.) of any kind to any church computer or information system without the prior approval of the system administrator (i.e., no downloading of software, programs, games, etc.)

Though not disallowed, use of church computers for personal use is encouraged to be kept at a minimum.

Individual workstations are to be locked down when not in use to insure only authorized access to church data.

Individual passwords are not to be shared with any other individual. The system administrator will keep all passwords in a secure location.

To conform to licensing regulations, all software installed on any church computer (including laptops) must be owned by the church and the actual software must be kept in the system administrator's software library.

### **II. Determinations**

The Senior and/or Executive Pastor will determine:

- The extent to which staff and volunteers may use the internet and/or church computers to accomplish job responsibilities. Any questions about the

appropriateness of a particular use of the internet should be discussed with the supervisor.

- The appropriateness of using the internet and/or church computers for professional contacts and career development activities during office hours; and
- The training required of staff using the internet and/or church computers and the work time that may be used to practice/acquire skills needed to effectively access and use the internet and/or church computers.

### **III. Internet**

- The internet is not a secure communication channel and should not be used for sending or receiving confidential or sensitive information.
- It is important that while not using the internet, the connection is terminated. Do not keep an internet connection open for long periods of time.
- Use of the internet and computers is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Misuse of internet access or computers by staff persons may result in other disciplinary action, including, but not limited to termination of employment. Examples of inappropriate conduct include, but are not limited to:
  1. Use of inappropriate, offensive or abusive language in either public or private messages.
  2. Unlawful activities
  3. Defamation
  4. Infringement of copyrights
  5. Misrepresentation of oneself or the church
  6. Accessing pornographic or sexually explicit materials
  7. Gambling sites
  8. Sending messages that might result in congestion or disruption of networks and systems.

### **IV. Inappropriate Conduct/Use Notification**

Staff should notify the Executive Pastor or Chair of the Committee on Staff-Parish Relations if he or she observes or becomes aware of any inappropriate conduct or use of the internet and/or church computers by church staff or others.

### **V. Summation**

Although church staff is specifically mentioned throughout this policy, the same provisions apply to church volunteers. This policy applies to all internet/computer use on church premises and use of church property outside of the church premises.