

POLICY AND PROCEDURES

COMPUTER & INTERNET TECHNOLOGY USAGE POLICY



**LOWERY CREEK BAPTIST CHURCH
COMPUTER AND INTERNET USAGE POLICY**

Section 1. General

Staff, volunteers and members of Lowery Creek Baptist Church who are designated or allowed 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.

Section 2. Church Computers, Technology and Equipment

2. All files and email are property of Lowery Creek Baptist Church. Staff, volunteers and church members' use of church technology is not private. Lowery Creek Baptist Church reserves the right to monitor staff, volunteers and church member's use of the internet and/or church computers at any time. Staff, volunteers and church members' 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 (See inappropriate conduct-Section 7).

- 2.1 The following requires authorization by system administrator

- 2.1.1 Installation of programs/software from any media source such as CD, DVD, thumb drives, external hard drives, internet downloads and etc.
 - 2.1.2 Installation of games from any media source such as CD, DVD, thumb drives, external hard drives, internet downloads and etc.
 - 2.1.3 Disabling or bypassing the anti-virus program.
 - 2.1.4 Disabling or bypassing network filters.
 - 2.1.5 Changing passwords.

- 2.2 The following guidelines will apply;

- 2.2.1 All passwords will be kept confidential and not shared.
 - 2.2.2 All computers will have passwords that protect any sensitive church data from unauthorized access.
 - 2.2.3 Do not store personal data or files on hard drives.
 - 2.2.4 Must conform to licensing regulations for all software installed on any church computer (including laptops) and must be owned or be freeware.

3. Personal Devices

Personal devices include but are not limited to; laptops, desktops, tablets, PDA's, cell phones, and etc.

- 3.1 All personal devices that are used to conduct Lowery Creek Baptist Church business will follow the same appropriate conduct (See inappropriate conduct-Section 7) as church owned computers and equipment while on church property and/or while conducting church business.
- 3.2 All personal devices that are allowed access to the church network shall follow the same appropriate conduct (See inappropriate conduct-Section 7) as church staff and volunteers.
- 3.3 All personal devices network access will be routed through the church filter system and websites will be limited based on the protocols set up for the church filter.
- 3.4 All users under 18 years of age must have parent approval.
- 3.5 Connection to church wireless network must be set up (typed into device) by the church administrator (wireless password will NOT be given to users).

4. Wireless Access

Access to the church wireless network is available by submitting a request to the system administrator.

Reference-[#LCBC-FM-COIN02]

- 4.1 User must submit request form with reason for needing access to network.
- 4.2 If the password is known by a user they must keep passwords confidential and not shared with others.
- 4.3 All network procedures will apply while accessing the internet through the church network.

4.4 All users under 18 years of age must have parent approval.

4.5 Connection to church wireless network must be set up (typed into device) by the church administrator (wireless password will NOT be given to users).

5. Email

All email traffic through Lowery Creek Baptist Church computers or network connections are the property of Lowery Creek Baptist Church. Staff, volunteers and church members' use of church technology is not private. Lowery Creek Baptist Church reserves the right to monitor staff, volunteers and church member's use and content of email at any time. (See Personal Devices Section)

1. All personal email addresses used to conduct church business shall follow the appropriate conduct for all messages and correspondences.
2. Email addresses are available for church staff, volunteers and church members upon request to the system administrator by submitting a user request form. [#LCBC-FM-COIN01]
3. All users under 18 years of age must have parent approval. [#LCBC-FM-COIN01]

Though all measures will be taken to prevent inappropriate email Lowery Creek Baptist Church will not be responsible for emails that users receive that have inappropriate language or material.

6. Internet

The internet is not a secure communication channel and should not be used for sending or receiving confidential or sensitive information.

Though all measures will be taken to prevent users from accidentally accessing inappropriate websites Lowery Creek Baptist Church will not be responsible for users accessing websites that are deemed inappropriate.

1. It is important that when not using the internet, the connection is terminated.
2. Do not keep an internet connection open for long periods of time.
3. Use of the internet and computers is a privilege, not a right, which may be revoked at any time for inappropriate conduct.
4. Misuse of internet access or computers by staff persons may result in other disciplinary action per Lowery Creek Baptist Church Constitution and Bylaws.
5. Do not download large files without authorization by system administrator.
6. Use appropriate conduct when accessing the internet. (See inappropriate conduct-Section 7)
7. All users under 18 years of age must have parent approval. [#LCBC-FM-COIN01]
8. Connection to church wireless network must be set up (typed into device) by the church administrator (wireless password will NOT be given to users).

7.0 Inappropriate Conduct

7.1 Use of inappropriate, offensive or abusive language in either public or private messages

7.2 Unlawful activities

7.3 Defamation

7.4 Infringement of copyrights

7.5 Misrepresentation of oneself or the church

7.6 Accessing pornographic or sexually explicit materials

7.7 Gambling sites

7.8 Sending messages that might result in congestion or disruption of networks and systems.

7.9 Sexual, racial, or culture harassment.

7.10 Accessing games or other non-church related topics during sermons, classes or other services unless those games or topics are part of the class lesson or sermon.

7.11 Trying to bypass or override church network filters.

8. System Administrator Duties

1. May monitor staff, volunteer and church member's usage to ensure compliance to this policy.
2. Installation of programs/software from any media source such as CD, DVD, thumb drives, external hard drives, and etc.
3. Installation of games from any media source such as CD, DVD, thumb drives, external hard drives, and etc.
4. Disabling or bypassing the anti-virus program.
5. Disabling or bypassing network filters.
6. Changing passwords.
7. Authorizes installation of programs/software.
8. Authorizes installations of games.
9. Maintains anti-virus programs and updates.
10. Maintains network filters.
11. Modifies system and network passwords.
12. Setups all devices that will have church network access.
13. Shall notify Lowery Creek Baptist Church deacons of any inappropriate conduct or use that violates the policy.

9. Inappropriate Conduct/Use Notification

Staff, Volunteers and Church Members should notify the system administrator 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. Any inappropriate conduct shall be turned over to the church grievance committee to determine any course of actions and interpretations of policy per Lowery Creek Baptist Church Constitution and Bylaws.

10. Indemnification

Any and all users shall indemnify and hold harmless Lowery Creek Baptist Church, their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from using and accessing emails, internet sites, and church computers and any other church media sources, provided that any such claim, damage, loss or expense, exposure to inappropriate websites, exposure to inappropriate pictures or is caused in whole or in part by any negligent act or omission of Lowery Creek Baptist Church, Media Administrator, Church Staff, Volunteers, other users and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

1. References –

1.1. Bylaws

1.1.1. Budget Article 10

1.1.2. Finance Article 10

1.2. Policy & Procedures

1.2.1. Budget-#LCBC-PP-BUDG1

1.2.2. Finance-#LCBC-PP-FINA1

1.2.3. Computer & Internet Technology #LCBC-PP-COIN1

1.3. Job Description

1.3.1. #LCBC-JD-0033

1.3.2. #LCBC-JD-0030

1.3.3. #LCBC-JD-0031

1.4. Forms

1.4.1. #LCBC-FM-COIN01

1.4.2. #LCBC-FM-COIN02

1.5. Work Instructions

1.5.1. None

1.