First Presbyterian Church Internet Policy

Policy Guidelines:
- First Presbyterian Church provides certain employees access to the vast information resources of the Internet with the intention of increasing productivity and enhancing church-related communication. While this access has the potential for employees to do their jobs faster or smarter, there is justifiable concern that it can also be misused. Such misuse can waste time, potentially violate laws, ordinances or other church policies, garner negative publicity for the church and potentially expose it to significant legal liabilities. This Internet Usage Policy, which applies to all employees, is designed to facilitate understanding of the expectations for the use of these resources.
- The underlying philosophy of this policy is that Internet access from First Presbyterian Church is primarily for church- related purposes including communicating with congregation members and colleagues, researching relevant topics and obtaining useful business information. In addition, all existing laws and church policies apply to an employee's conduct on the Internet, especially those that deal with intellectual property protection, privacy, misuse of our church's resources, sexual harassment, information and data security, and confidentiality.
- The best way to determine if use of the Internet is appropriate is to ask, "If I were doing this same activity in some other way (e.g., telephone, library, in person, by hand) would this activity be appropriate?" The two key tenants to this usage policy are:
    1. Do not do anything with our church's Internet access resources that would otherwise be considered illegal, grossly inappropriate, or offensive to the established value system expressed by our church as a Christian, non-profit organization. Viewing or downloading erotica, playing games, sending non-church related mass mailings, and running a private business are obvious examples.
    2. Do not waste the church's time. There are plenty of fascinating sites to explore, but church time should be spent conducting church business. Church employees may use:
        - our Internet facilities for non-business research or browsing during lunch and outside of work hours, provided that all other usage policies are adhered to.

Detailed Internet Policy Provisions:
- First Presbyterian Church's domain name will appear with every Internet post made by a church computer user. Any user may thus be viewed as a representative of our church while conducting business on the Internet. During any Internet use, users are required to refrain from any activity or communication that would have a negative impact on our church or the reputation of our church.
- User IDs and passwords help maintain individual accountability for Internet resource usage. Any user who obtains a password or ID for an Internet resource must keep that password confidential. Our church policy prohibits the sharing of user IDs or passwords obtained for access to Internet sites that are used to conduct business.

- Each user using our church's Internet facility shall identify himself or herself honestly, accurately and completely when corresponding or participating in interactive activities, and shall not send unsolicited mass electronic mail.
- Only those persons who are duly authorized to speak to the media or public gatherings on behalf of our church on a particular subject may speak/write in the name of our church to any blog, newsgroup or chatroom. Other users may participate in blogs, newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves and should make that clear in their communication. Only those persons who are authorized to speak to the media or public gatherings on behalf of our church on a particular subject may grant such authority to blog, newsgroup or chat participants.
- Employees are reminded that the Internet is not a secure method of communication. Neither proprietary information nor any information received in confidence by our Church, or the user, may be sent on the Internet unless prior approval is received from the Pastor or the Administration committee moderator.
- The display of any kind of obscene image or document on any church computing resource may be a violation of existing church policy on sexual harassment and is prohibited. In addition, obscene material may not be archived, stored, distributed, edited, or recorded using our church network, printing, or computing resources. A user, who finds him or herself connected accidentally to a site that contains sexually explicit or offensive material, must disconnect from that site immediately and report the accidental connection to the administration committee moderator.
- Freeware, shareware, and commercial software from the Internet may be subject to computer viruses, may not work properly, or may be subject to copyright infringement laws. Users may download only software with direct business use with permission of the administration committee, and must arrange to have such software properly licensed and registered. Users may not use church Internet facilities to download entertainment software or games, or to play games against opponents over the Internet. No user may use our church facilities knowingly to download or distribute pirated software or data. Any software or files downloaded via the Internet may be used only in ways that are consistent with their licenses or copyrights.
- No user may use our church's facilities to deliberately propagate any virus, worm, Trojan horse, trap- door, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.
- Our church's Internet facilities and computing resources must not be used to knowingly violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or local jurisdiction in any material way.
- Users should not have any expectation of privacy as to his or her Internet usage. It is possible to monitor Internet usage patterns and our administration committee will regularly inspect any and all files stored on church resources to the extent necessary to ensure compliance with this Internet Usage Policy.
- Infractions of these policies constitute a misuse of church assets and therefore is considered a violation of our church's Personnel Policy. Any such infraction may result in termination or other disciplinary actions