

Wesley United Methodist Church

Policy for Acceptable Use of Computers and Networks

Foundation

To better serve our members and attendees and provide our employees and volunteers with the best tools to do their jobs, Wesley United Methodist Church acquires and maintains computers, computer systems, projectors, printers, software, and networks, as well as other technological needs of the church. These computing 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. Two main goals should be strictly adhered to when using the technological resources of Wesley UMC: (1) promoting the will of the Church and (2) promoting the will of God.

Application & Coverage

This policy applies to all users of the church's computing resources, whether employed by Wesley United Methodist Church or not. This policy may be modified as deemed appropriate by Wesley United Methodist Church. Users are encouraged to periodically review the policy as posted on Wesley's Website. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Wesley United Methodist Church's philosophy and set forth general principles when using electronic media and services.

Compliance

Users of Wesley United Methodist Church computing resources must comply with federal and state laws, the church's rules and policies, and the terms of applicable contracts, including software licenses, while using the church's computing resources. 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 technology committee.

Responsibility & Consequences

Users are responsible for any activity originating from their accounts, which they can reasonably be expected to control. Accounts and passwords may not, under any circumstances, be used by persons other than those to whom they have been assigned by the systems administrator. 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 dismissal from staff. Wesley United Methodist Church may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Safeguards

Users should be aware that Wesley United Methodist 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 completely private. While the church does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the church's computing resources require the backup of data and communications and the logging of activity.

Electronic Mail

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

All files and e-mails stored on the church's computer systems become the property of Wesley United Methodist Church. Wesley United Methodist 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 Wesley UMC address, or from someone acting within a capacity as a representative of the Church, might think the message represents the Church's point of view.

Inappropriate Uses of E-mail

While not an exhaustive list, the following uses of e-mail by individuals are considered inappropriate and unacceptable. In general, e-mail shall not be used for the initiation or re-transmission of:

- Chain mail that misuses or disrupts resources
- Harassing or hate-mail
- Virus hoaxes
- Spamming or e-mail bombing attacks
- Junk mail - Unsolicited e-mail that is not related to Wesley'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.

All e-mail should be formulated and sent with the previously stated goals in mind: (1) does it promote the will of the Church and (2) does it promote the will of God?

This Acceptable Use Policy (AUP) has been reviewed and approved by the Technology Committee of Wesley United Methodist Church. If you feel the AUP is unfair, would like to suggest an addition, or would like to report a violation of the AUP, please contact anyone on the Technology Committee (listed below).



updated: 03.14.2007

Wesley United Methodist Church Technology Committee

Jim Cammack, Nancy Cammack, John McBride, Todd Frederick, Gerald Nelson, Steven Nelson, John Bernard, Cindy Dupre, Jamie Myers, Susan Youngblood, Shirley Bynum, Gail Pickens-Barger, Barbara Morris, & Rev. Kevin Otto

Wesley United Methodist Church

Agreement Form for Use of Computers and Networks

Name _____ Grade _____
Last First

I have read the Policy for Acceptable Use of Computers and Networks and agree to abide by its provisions. I understand that consequences for inappropriate use include suspension of access to the system and revocation of the computer system account and/or other disciplinary or legal action in accordance with the applicable laws.

Signature _____ Date _____

Parent or Guardian Agreement Form for Child's Use of Computers and Networks

I have read the Policy for Acceptable Use of Computers and Networks. In consideration for the privilege of my child using Wesley United Methodist Church's electronic communications system, I hereby release the church, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the church's policy.

_____ I give permission for my child to participate in the church's electronic communications system and certify that the information contained on this form is correct.

Signature of Parent or Guardian _____

Home Address _____

Home Phone Number _____ Date _____

