Congregation Computer and Internet Use Policy

Mt. Zion Evangelical Lutheran Church
1343 Long Lane Road
Kutztown, PA 19530

Purpose: Mt. Zion Evangelical Lutheran Church's purpose for establishing this policy is to make clear the expectations and responsibilities of those individuals entrusted with our computer usage and internet service.

Authority:
Mt. Zion's Congregation Council will determine:

1. The extent to which staff/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;
2. The appropriateness of using the Internet and/or church computers for professional contacts and career development activities during office hours;
3. 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; and
4. The wisdom of installing a pornography filter or other internet blocking software.

Inappropriate Conduct:

1. Staff and volunteers of Mt. Zion Evangelical Lutheran 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, laws and courtesies.
2. Use of the Internet and computers is a privilege, not a right, which may be revoked at any time for inappropriate conduct.
3. Misuse of Internet access or computers by a staff person may result in other disciplinary action, including but not limited to, termination of employment. Examples of inappropriate conduct include, but are not limited to:
   - use of inappropriate, offensive or abusive language in either public or private messages;
   - unlawful activities;
   - defamation;
   - infringement of copyrights;
   - misrepresentation of oneself or the church;
   - logging on or accessing pornographic, sexually explicit, violent sites or materials, accessing gambling sites, initiating viruses, and sending messages that might result in congestion or disruption of networks and systems.

4. Staff should notify a member of the Executive Committee if s/he observes or becomes aware of any inappropriate conduct or use of the Internet and/or church computers by church staff or others.

Privacy, Security & Proprietary Material:

1. The Internet is not a secure communication channel and should not be used for sending or receiving confidential or sensitive information.
2. All programs, files, and email are property of Mt. Zion Evangelical Lutheran Church. Staff use of church technology is not private. The Executive Committee reserves the right to monitor staff use of the Internet and/or church computers at any time.
3. Staff must abide by security policies, procedures and guidelines, and are to refrain from practices which might jeopardize the church's computers, data, network, systems security or work in general.
4. Staff must guard against computer viruses and security breaches of any kind. Staff who use the Internet may not transfer or install any software or files from the Internet to any church computers or information systems except in consultation with appropriate technical staff (i.e., no downloading of software, programs, games, etc.).

Application of This Policy:

1. Although church staff is specifically mentioned throughout this policy, the same provisions apply to church volunteers.
2. This policy applies to all Internet access on church premises and use of church property outside of the church premises.

Adopted by Congregation Council, June 2018