



Cedarville United Methodist Church

Acceptable Use of Technology Policy

CEDARVILLE UNITED METHODIST CHURCH (hereafter referred to in this policy as **CUMC**) provides employees and church members (hereafter referred to as **USERS**) access to the vast information resources of the Internet and other network resources with the intention of increasing productivity and enhancing church-related communication. There is justifiable concern that it can also be misused. Such misuse can waste time, potentially violate laws, ordinances or other CUMC policies, garner negative publicity for the church and potentially expose it to significant legal liabilities.

Acceptable Use of Technology Policy

Logging into the Internet through a CUMC computer or into the webserver identifies you as a CUMC representative. In all settings, you bear responsibility for representing the church in an appropriate manner in your communications, reflecting the church's commitment to integrity, honesty and respect for the dignity of others.

This Acceptable Use of Technology Policy (**AUTP**), which applies to all **USERS** logging into any and all network resources (computers, servers, printers, phone systems, mobile devices, cloud resources and applications), or if acting on behalf of the church on social media or other internet websites is designed to facilitate the understanding of the expectations for the use of these electronic resources.

The underlying philosophy of this policy is that Internet access from CUMC is primarily for church-related purposes including communicating with congregation members and colleagues, researching relevant topics and obtaining useful information. In addition, all existing Federal and State laws as well as all CUMC policies apply to all users of any and all network resources both in the church building and when connecting through any remote solution, including but not limited to those that deal with intellectual property protection, privacy, misuse of CUMC resources, sexual harassment, Safe Sanctuaries, information and data security, confidentiality, privacy, obscenity and child pornography, the Electronic Communications Privacy Act, and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking" and similar activities.

Purpose of Technology Access

To better serve our members and attendees and to provide our employees and volunteers with the best tools to do their jobs, CUMC provides a variety of computers and laptops and other technological resources as part of the network infrastructure. We believe that technology offers our religious community valuable resources for learning and communication with others. CUMC has the right to place restrictions on the material that you access or post. Limited personal use is permitted if the use imposes no tangible cost to CUMC, does not unduly burden the network resources, and has no adverse effect on the mission statement of the church.

We are aware that certain material available by computer (i.e. Web Pages on the Internet) is inaccurate, controversial and may be offensive. However, we firmly believe that the vast amount of information available and the interaction with other people made possible through such resources via the Internet far outweigh the risk.

In order to gain access to CUMC network resources, computers, laptops, the CUMC website or other cloud based services, all users must read through and sign a copy of the Acceptable Use of Technology Policy. A copy of this will be kept on file.

Content Filtering

CUMC filters the content of all web site requests. If you mistakenly access obscene, or otherwise inappropriate material, you should immediately close your browsing window and notify the system administrator. This will protect you from a claim of intentional violation of this policy.

A spam filter is installed on e-mail accounts. This is meant to lessen the amount of spam, but does not guarantee the elimination of unwanted emails. If an excessive problem persists, or illegal, illicit or otherwise inappropriate e-mail is found in your e-mail, contact the System Administrator.

Electronic Mail and Files

For the purpose of this document, e-mail includes any electronic messaging involving computers and computer networks. All members of the CUMC Staff will have access to a Cedarvilleumc.org email address. Additional Laity may request access to email lists and forwarding accounts. These accounts must be approved by the System Administrator only after a signed AUP has been submitted.

All files and emails stored on the church's computer and network systems become the property of the Cedarville United Methodist Church. CUMC maintains the right to request copies of any and all email, sent or received by a user, from the church's Internet Service Provider and also to recover deleted files.

All staff members and others deemed necessary by the Pastor will be issued a CUMC email address for use in official communications of the church. Remember that persons who receive e-mail from an account with a CUMC 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. All email should be sent with the following in mind: (1) Is it congruent with the mission of the church? (2) does it support the will of God?

Copyright

All software purchased in the name of CUMC requires approval in advance of the purchase to determine compatibility, and is to be installed by authorized personnel. All software requires a valid license, registered in the name of the church and kept on file with the System Administrator. Due to copyright compliance, no personal software, shareware or other materials are to be installed on church computers without permission.

Posting of Material on Website

All posting on the CUMC website will be strictly monitored by the Pastor or their designee. CUMC reserves the right to take candid community or group shots in which individuals are not prominently featured and no identifying information is presented. If any individual in a group photo who sees him/herself in a group photo online would like it removed, you agree to take it down immediately following the written or verbal request. All requests should be submitted to the church secretary for filing.

Acceptable files types for online posting include MP3, PDF, PNG, JPG, JPEG, and BMP. No other files types are to be posted at any time without the consent of the webmaster.

Expectation of Privacy

Users should be aware the CUMC cannot guarantee security and confidentiality. While the system administrator has put safeguards in place, users should engage in "Safe Computing" practices by guarding their passwords and locking computer and laptops when away from them.

Users should be aware that the use of CUMC technology is not completely private. While the church does not routinely monitor individual usage of its technology resources, the normal operation and maintenance of the church's computing resources require the backup of data and communications and the logging of activity. The Church reserves the right to monitor an access all activities and communications on church related computers and other electronic devices owned by the church.

Computer and website access is a privilege and not a right. We expect all users to act responsibly with these resources. Any inappropriate use may result in counseling, disciplinary action and or revocation of network and web access (including financial reparation for the repair of the network and/or other related equipment).

Wireless Access

Wireless access points are located around the CUMC campus for USERS and GUESTS. Wireless access on the GUEST network may be used by any staff, members or visitors of the campus without a password. The GUEST network will operate on a separate VLAN from STAFF traffic and no internal network resources shall be available while connected. For security and data integrity reasons, the System Administrator or his/her designee shall maintain and distribute the STAFF password. Access to this network is guarded because of the sensitivity of information and resources available on this VLAN.

Bring Your Own Device

CUMC is a Bring Your Own Device (BYOD) friendly campus and encourages members of the staff, laity and community to use technology to learn more about God's word and spread his love. Personal devices may use the GUEST network and are not permitted to access to the Staff Network without the permission of the System Administrator or his/her designee. All network traffic may be monitored and archived on devices connected to the CUMC network infrastructure.

Responsibility and 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 and circumstances, be used by persons other than those to whom they have been assigned by the System Administrator. In cases where unauthorized use of accounts or resources is detected or suspected, the account owner should change the password and report the incident to the Pastor and System Administrator.

Users must not use computing resources to gain unauthorized access to remote computers or data 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.

Inappropriate computer use is prohibited. The following are examples of inappropriate use of CUMC computer and network resources.

- Accessing content that promotes hate language, harassments, or threats.
- Accessing content that ridicules others on the basis of race, creed, religion, sex, disability, nationality, or sexual orientation.
- Creating, downloading, viewing, storing, copying, or transmitting sexually oriented or sexually explicit material (e.g., pornography, child pornography).

- Gambling.
- Recommending products or services as being endorsed by the local church or the United Methodist Church.
- Participating in or promoting any partisan political activity.
- Hosting services (such as web sites) that are not approved by the local church administrative council and/or Annual Conference Board of Trustees.
- Using prohibited peer-to-peer (P2P) file sharing services.
- Circumventing the perimeter firewall in a way that allows an internal machine to be accessed from an external, insecure network.
- Creating and/or forwarding of chain letters and unrequested bulk email (SPAM).
- Using software, such as password-cracking tools and vulnerability scanners.

This list should not be considered all-inclusive; and other items may be considered in violation upon review and agreement of the Staff Parish Relations Committee. CUMC Internet 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.

Violations

Computer and network access is a privilege and not a right. It is the expectation that all users act responsibly with these resources. Users or Guests found in violations of this Acceptable Use of Technology Policy may result in, but are not limited to, one or more of the following:

- Counseling
- Letter of reprimand /written warning
- Suspension without pay
- Termination
- Revocation of Network and/or Web Access
- MAC Address Ban of BYOD Equipment
- Financial reparation for damages
- Penalties under state and federal law

CUMC reserves the right to refer suspected violations of applicable law to the appropriate law enforcement agencies.

CUMC

Acceptable Use Covenant

FOR ALL USERS OF COMPUTING TECHNOLOGY
EMPLOYEES AND VOLUNTEERS



I have read and accept the terms of the *Acceptable Use of Technology Policy* and agree to abide by the policies contained herein and that assistance in understanding these policies is available to me through the Lay Personnel Committee. Only the Staff Parish Relationship Committee may amend policies or procedures, and it may do so from time to time at its own discretion. I understand that consequences for inappropriate use include suspension of access to the various systems and/or other disciplinary or legal action in accordance with applicable laws up to and including termination of employment.

I understand that Network Administrators may monitor or examine all systems and network activity as part of routine maintenance and to ensure the integrity of the CUMC network infrastructure at any time without notice.

I agree not to post any identifiable information in any form for all persons under the age of 18, any only with consent for adults. I will only post and upload information that supports the mission of CUMC and is in accordance with the will of God.

Printed Name _____

Signature _____

Date _____