

Acceptable Use Policy For Internet Access, Computers and Electronic Devices

First Presbyterian Church, Cedar Falls, Iowa recognizes the value of computers and other electronic resources in support of the mission and goals of the church and its programs.

Staff/Employees

First Presbyterian Church employees are expected to use computers, computer networks, Internet access and electronic devices in a professional and ethical manner. While technology resources are provided to conduct church business, personal use is permissible.

The employee is always responsible for the proper use of equipment and accounts issued in their name. All office computers and electronic devices shall be secured with a password or other approved means. Employees are expected to use the backup system provided by the church, maintain virus protection, update software on a regular basis and to follow applicable copyright laws.

The office Internet including access to printers and routers shall be password protected. Only church staff or persons authorized by the Office Administrator or Head of Staff may access these resources.

Only the Office Administrator, designated temporary Office Administrator, or System Administrator have access to the office computer containing the church's financial and membership records.

System Administrator

The System Administrator shall have an administrative account on all church owned computers and devices with access to all user files and emails and may monitor the e-mail, Internet access, browser history and other files on church owned electronic equipment to ensure compliance with church policy and regulations. Any attempts to restrict or block System Administrator access shall be considered a violation of this policy.

Members/Guests

The church provides open wireless Internet access for the convenience of its members and guests, who are expected to follow good Internet etiquette and courtesy. Anyone using the wireless Internet access inappropriately or tampering with church owned equipment shall be blocked from using the church Internet by the System Administrator and the Head of Staff shall be notified. A general use computer with Microsoft Office is available for members who need to use a computer or to print documents on the church's printers.

Illegal activities shall be reported to the Head of Staff and System Administrator. All communication to appropriate legal authorities will be handled by the Head of Staff.

Approved : 06/08/2020