

# Sample Baptist Church Computer Network and Internet Access Sexual Misconduct Policy

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## **Disclaimer**

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk, and Sample Baptist Church is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at Sample Baptist Church is governed by the following policy:

## **Permitted use of Internet and church computer network**

The computer network is the property of Sample Baptist Church ("Church") and may only be used for legitimate business and ministry purposes. Users are provided access to the computer network to assist them in the performance of their jobs. Additionally, certain employees ("Users") may also be provided with access to the Internet through the computer network. All Users have a responsibility to use Church's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible termination, and civil and/or criminal liability.

## **Computer network use limitations**

### **Prohibited uses**

Church's computer network may not be used to disseminate, view or store pornographic text or images, or any other unauthorized materials. Employees may not use Church's Internet connection to download games or other entertainment software (including screen savers) or to play games over the Internet. Additionally, you may not use the computer network to display, store or send (by e-mail or any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials should notify their supervisor immediately.

### **Illegal copying**

Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of church.

**\*Samples available at [www.alsbom.org/safe](http://www.alsbom.org/safe) or 800-264-1225, ext. 263.**

### **Communication of confidential and/or personal member information**

Unless expressly authorized to do so, User is prohibited from sending, transmitting or otherwise distributing confidential and/or personal member information, data or other confidential information belonging to Church. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal laws.

### **Duty not to waste computer resources**

#### **Accessing the Internet**

To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to Church's network must do so through an approved Internet firewall or other security device. Bypassing Church's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to Church's network.

#### **Frivolous use**

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending unauthorized mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing unauthorized streaming audio and/or video files or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

#### **Virus detection**

Files obtained from sources outside Church, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses which may damage the Church's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders or use disks from non-Church sources without first scanning the material with Church-approved virus checking software. If you suspect that a virus has been introduced into Church's network, notify Church immediately.

### **No expectation of privacy**

Employees are given computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using Church's computer equipment. The computer network is the property of Church and may be used only for Church purposes.

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**Waiver of privacy rights**

User expressly waives any right of privacy in anything he creates stores, sends or receives using Church’s computer equipment or Internet access. User consents to allow any Church personnel access to and review of all materials created, stored, sent or received by User through any Church network or Church Internet connection.

**Monitoring of computer and Internet usage**

Church has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, and monitoring file downloads and all communications sent and received by Users.

**Blocking sites with inappropriate content**

Church has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

**Acknowledgement of understanding**

I have read and agree to comply with the terms of this policy governing the use of Sample Baptist Church's computer network. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed name

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