

RIVERSIDE PRESBYTERIAN CHURCH TECHNOLOGY & INTERNET USAGE POLICY

APPLICABILITY, DEFINITIONS, AND POLICY STATEMENT

This Internet Usage Policy applies to all employees, members, volunteers and visitors ("*users*") of Riverside Presbyterian Church ("RPC") and/or Preschool who have access to RPC computers, laptops, tablets, smartphones, and the RPC Internet ("*technology &/or internet*"). RPC is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters. Use of the Internet by individuals who have signed this document is permitted and encouraged where such use supports the basic mission, goals and objectives of Riverside Presbyterian Church. However, access to the Internet through our routers is a privilege and all *users* must adhere to the policies concerning RPC *technology &/or internet* usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment or responsibility to pay for fixes to problems caused. That is, *users* may also be held personally liable for damages caused by any violations of this policy. All *users* are responsible to properly use and protect RPC *technology &/or internet*, intellectual property, and to respect the rights of others. All *users* desiring to use RPC access to the internet (including from using their personal devices) are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

RPC TECHNOLOGY &/OR INTERNET USAGE

- RPC *users* are expected to use the Internet responsibly and productively. Internet access is limited to church-related activities only, and personal use, while allowed in special circumstances, is not encouraged.
- Church-related activities include research and educational tasks that may be found via the Internet that would help in a *users'* role.
- All Internet data that is composed, transmitted and/or received by RPC computer systems/technologies is considered to belong to RPC and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The internet equipment, services and technology used to access the Internet are the property of RPC and the church reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the church email system or internet should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images, or violating Presbyterian/Christian moral standards.
- All sites and downloads may be monitored and/or blocked by RPC if they are deemed to be harmful and/or not productive to church business.
- Any personally owned resources used for RPC business are subject to this policy and must comply with all RPC requirements pertaining to that type of resource and to the type of data involved. The resources must also comply with any additional requirements (including security controls for encryption, patching and backup) specific to the particular RPC functions for which they are used.
- RPC *users* will not share the router passwords with any person(s), unless the person(s) sign this document first, or receive special permission from one of the Technology

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Subcommittee members or Pastor. Violation will result in removal of internet and computer access privileges for the person sharing the password without authorization.

UNACCEPTABLE USE OF THE INTERNET BY USERS INCLUDES, BUT IS NOT LIMITED TO:

- *Users* must not send, view or download fraudulent, discriminatory, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or RPC policy.
- Sending or posting that violates common Presbyterian/Christian morals.
- Using RCP *technology &/or internet* to perpetrate any form of fraud, and/or software, film or music piracy.
- Using RPC *technology &/or internet* to violate copyrights or licenses, or federal or state or local laws.
- Stealing, using, or disclosing someone else's password without authorization.
- Sharing the router password without prior authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside of the church.
- Hacking into websites, emails, or technology devices.
- Sending or posting information that is defamatory to RPC, its services, colleagues and/or *users*.
- Introducing malicious software onto the church network and/or jeopardizing the security of RPC's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to church purposes or activities.
- On Social Media, *users* must respect the purpose of and abide by the terms of use of online media forums, including social networking websites, mailing lists, chat rooms and blogs.
- RPC *technology &/or internet* should not be used for commercial use unless pre-approved as a mission of the church.
- Passing off personal views as representing those of the RPC church. If personal views are expressed (e.g. on the RPC FB), then they should be noted as such.

If an employee, member, or volunteer is unsure about what constituted acceptable Internet usage, then he/she should ask the Technology Subcommittee for further guidance and clarification. All terms and conditions as stated in this document are applicable to all *users* of the RPC *technologies &/or internet*. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by RPC.

USER COMPLIANCE

I understand and will abide by this RPC Internet and Technology Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

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Signature

Date