

**Presbyterian Church of Western Springs**  
**Email, Internet and Electronic Communication Policy**  
**June 1, 2015**

**PREAMBLE**

The Presbyterian Church of Western Springs is a welcoming, inter-generational community of faith, seeking to reflect God's inclusive love. Towards that end, the goal of this policy is to promote the well-being of all people--including staff members, church members and guests--everyone using the internet and social media. As a church we value human dignity and respect and wish to treat everyone with the love of Jesus Christ. An interpretation of this policy outside this goal is a misinterpretation of this policy.

**POLICY**

This Email, Internet and Electronic Communication Policy provides staff, volunteers, guests and members with rules and guidelines about the appropriate use of church equipment, network and Internet access. Having such a policy in place helps to protect the church and its staff, volunteers and members. All users will be aware that browsing certain sites or downloading files is prohibited and that the policy must be adhered to or there could be serious repercussions. Additionally, it needs to be understood that this policy is intended to reduce the security risk to the church and its staff, volunteers, guests and members.

This Internet Usage Policy applies to all staff, volunteers, guests and members of the Presbyterian Church of Western Springs who have access to computers and the Internet in the performance of their work. Use of the Internet by staff, volunteers, guests and members is permitted and encouraged where such use supports the goals, objectives and missions of the Presbyterian Church of Western Springs. However, access to the Internet through church computers or personal computers and church networks is a privilege and all staff, volunteers, guests and members must adhere to these policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and or legal action as defined by the Book of Order. Staff, volunteers and members may also be held personally liable for damages caused by any violations of this policy. All staff, volunteers and members requiring use of church computers, networks and internet are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder. Guests will be on the honor system in terms of this policy. The church will post the policy in a conspicuous place. While guests will not confirm their understanding, they will be held to the spirit of the policy and may be subject to actions taken by The Head Of Staff of The Presbyterian Church of Western Springs.

**Computer, Email and Internet Usage**

- Church staff, volunteers, guests and members are expected to use the Internet responsibly and productively. Internet access is limited to church related activities only and personal use is not permitted.
- Church related activities include research and educational tasks that may be found via the Internet that would help the user's role in church activities.

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- All Internet data that is composed, transmitted and or received by church computer systems is considered to belong to the Presbyterian Church of Western Springs 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 equipment, services and technology used to access the Internet are property of the Presbyterian Church of Western Springs and the church reserves the right to monitor Internet traffic and access data that is composed, sent or received through its online connections. This section includes guests who may be using their own devices but are communicating via church networks.
- Emails sent via the church email system 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.
- All sites and downloads may be monitored and or blocked by the church if they are deemed to be harmful and or not productive to the goals, objectives or mission of the church.

**Unacceptable Use of the Internet by Staff, Volunteers, Guests and Members includes, but is not limited to:**

- Sending or posting discriminatory, harassing or threatening messages or images on the Internet or via church email service.
- Using church computers or networks to perpetrate any form of fraud, and or software, film or music piracy.
- Stealing, using or disclosing someone else's password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material or other proprietary information outside the organization.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the church, its mission, colleagues and or members.
- Introducing malicious software onto the church network and or jeopardizing the security of the church electronic communication systems.
- Sending or posting chain letters, solicitations or advertisements not related to the church, its missions or activities.
- Violating United States or Illinois copyright or trademark laws

If a member of staff, a volunteer, a guest or a member is unsure about what constitutes acceptable Internet usage then he or she should ask the Head of Staff or their designee for further guidance and clarification.

In the event of sensitive accusations, you are advised to seek counsel of Head of Staff who is responsible for determining the viability of accusations and the manner in which an

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investigation of the accusations will be handled. The Head of Staff will follow D10.200 of the Book of Order that describes the manner in which these matters need to be handled within the church.

If sensitive accusations are directed towards the Head of Staff, you are advised to seek counsel of the Moderator of the Personnel Committee who will determine the manner in which the accusations will be handled.

It is at the discretion of the Head of Staff who is required to receive and acknowledge receipt of this policy by signature. The Head of Staff may require this policy to be revised and re-affirmed by signature from time to time. Original signed consent documents will be held in confidence by the Head of Staff or their designee. The Head of Staff will ensure that this policy is posted in a conspicuous place in the church.

All terms and conditions as stated in this document are applicable to all users of the Presbyterian Church of Western Springs network and Internet connections. 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 the Presbyterian Church of Western Springs.

**USER COMPLIANCE**

I understand and will abide by the Internet 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

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Date