

INTERNET USE POLICY
Internet Use Policy and Procedures

BETHESDA BAPTIST CHURCH
Carrollton, Georgia

INTERNET USE POLICY

Introduction

This Internet Usage Policy applies to all employees and volunteers of Bethesda Baptist Church who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employee and volunteers of Bethesda Baptist Church is permitted and encouraged where such use supports the goals and objectives of the church. However, access to the Internet through Bethesda Baptist Church is a privilege and all employees and volunteers must adhere to the policies concerning computer, email and Internet usage for the overall protection of the church. Violation of these policies could result in disciplinary and/or legal action leading up to and including loss of Internet privileges. Employees may also be held personally liable for damages caused by any violations of this policy. All employees and volunteers are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Computer, Email, and Internet Usage

Company employees and volunteers are expected to use the Internet responsibly and productively. Internet access is limited to ministry related activities only and personal use is not permitted. Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role.

All Internet data that is composed, transmitted and/or received by Bethesda Baptist Church computer systems is considered to belong to Bethesda Baptist Church 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 the property of Bethesda Baptist Church 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 should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language, and/or images.

All sites and downloads may be monitored and/or blocked by Bethesda Baptist Church if they are deemed to be harmful and/or not productive to business.

The installation of software such as instant messaging is allowed only under the grounds of being used for ministry related business, i.e. Skype calls to missionaries abroad.

In the future, if a computer library is added to the premise where students can use the Internet provided by Bethesda Baptist Church, a filtering system will be implemented to ensure Internet use is allowed for students to work on appropriate things such as school work, school research, ministry research, etc.

Unacceptable Use of the Internet by Employees and Volunteers Includes, but is Not Limited to:

Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.

Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Bethesda Baptist Church's email service.

Unacceptable Use of the Internet by Employees and Volunteers Includes, but is Not Limited to Continued:

Using computers 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.

Hacking into unauthorized websites.

Sending or posting information that is defamatory to the Bethesda Baptist Church, its services, or colleagues.

Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.

Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.

Passing off personal views as representing those of the organization.

If an employee is unsure about what constitutes acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of Bethesda Baptist Church's network and Internet connection. 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 Bethesda Baptist Church.

User Compliance

I understand and will abide by this Internet Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action may be taken, and appropriate legal action may be taken against me by Bethesda Baptist Church.

Signature

Date

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