

**APPENDIX 47**  
**COMPUTER USAGE POLICY**  
(amended July 20, 2011)

I Corinthians 14:26: “*What should be done then, my friends? . . . Let all things be done for building up.*”

Huntingdon Presbytery believes that God is calling the Church to renewal and transformation that we may witness to the love of Jesus Christ in changing and challenging times. This call has been heard by churches large and small, rural, town and urban, in the mountains and valleys of Central Pennsylvania. We believe that by God's saving Grace, we are loved by Jesus Christ and empowered by the Holy Spirit. Therefore, the churches, ministers and laypersons of Huntingdon Presbytery can and will participate in God's future for the church and the world. We believe that every church is called to offer gifts to Christ's work in the world.

It is necessary to the integrity and health of the church that the persons who serve in it as officers endeavor to lead lives in obedience to Scripture and in conformity to the historic confessional standards of the church. In order that our ministry be effective and be to the glory of God, Huntingdon Presbytery wishes to establish conditions of acceptable use of electronic equipment by its employees and volunteers that will demonstrate openness, trust and integrity, and will protect the Presbytery and its employees and volunteers from illegal or damaging actions by individuals, either knowingly or unknowingly.

## **PURPOSE**

To establish conditions for acceptable use of computer equipment at the Presbytery of Huntingdon (the Presbytery).

## **SCOPE**

This policy is effective at the offices of the Presbytery and applies to all computer resources owned or leased by the Presbytery wherever they may be used. This policy applies to all employees, contractors, consultants, and volunteers using Presbytery equipment.

The intent of the Presbytery in establishing a Computer Use Policy is not to inhibit access to information legitimately needed for business purposes.

Presbytery computer resources are provided to employees and volunteers to support Presbytery business and administrative needs. All equipment provided to employees, and volunteers by the Presbytery remains the property of the Presbytery, unless specific arrangements have been made.

## **POLICY**

### **I. RESPONSIBILITIES OF USERS**

- A. All users will read, agree to, and comply with all security policies governing Presbytery-provided computer resources.
- B. All users will safeguard passwords and/or other sensitive access-controlled information related to their own accounts or network access, taking reasonable precautions to prevent unauthorized use of their accounts, programs or data by others. Copies of Internet/email passwords will be kept in a secured place. Hence, the existence of a password does not assure confidentiality of the communication.
- C. All users will represent themselves truthfully in all forms of electronic communication.
- D. All users will respect the privacy of electronic communications. Users must not obtain nor attempt to obtain any electronic communication not intended for them.
- E. All users will respect the physical hardware and network provided by the Presbytery. All users are responsible for exercising reasonable precautions in opening electronic communications

## **II. PRESBYTERY OVERSIGHT.**

A. While the Presbytery's network administration desires to provide a reasonable level of privacy, users should be aware that all data and files they create or store on Presbytery equipment remain the property of the Presbytery. Because of the need to protect the Presbytery's network, the Presbytery cannot guarantee the confidentiality of information stored on any network device belonging to the Presbytery.

### **B. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY.**

The Presbytery reserves the right to monitor computer and email usage, both as it occurs and in the form of account histories and their content at any time to ensure compliance with this policy. The Presbytery has the right to inspect any and all files stored in any area of the network or on any Presbytery computer or computer storage media in order to ensure compliance with this policy and state and federal laws. The Presbytery will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual computer and email activities.

C. Employees and volunteers must be aware that the electronic mail messages sent and received using Presbytery equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Presbytery officials at all times. Computer and internet use using Presbytery computer resources is not confidential and no rights to privacy exist for users of them.

D. Authorized Officials: The General Presbyter, the Personnel Committee Chairperson, and the System Administrator are authorized to monitor and inspect the Presbytery's computer resources at any time.

### **E. REASONS FOR OVERSIGHT**

The purpose of the Presbytery's right to access its computer resources includes, but is not limited to: To

1. Assure compliance with the intent of this policy
2. Access information on employees', and volunteers' computers in their absence
3. Update church-owned software or maintenance or installation of software or equipment
4. Monitor inappropriate or excessive use of the internet.
5. Prevent copyright violations by employees and volunteers.
6. Minimize the risk of computer viruses
7. Detect communications that may constitute sexual or other forms of harassment

### **III. ACCEPTABLE USES**

- A. Users of Presbytery computer equipment are responsible for using equipment, accounts, and network access only for the purposes for which they were authorized.
- B. Limited and occasional internet use of the Presbytery's equipment is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Presbytery policies, is not detrimental to the Presbytery's best interests, and does not interfere with an employee's or volunteer's regular work duties.
- C. Personal information storage: No personal use of Presbytery computers is permitted without prior written approval. Therefore, any and all data found by monitoring or during regular system updating that is not work related or preapproved, will be removed from the computer and the user will be warned of the violation. Successive violations can result in disciplinary action, up to and including, termination of employment.

### **IV. UNACCEPTABLE USES**

Under no circumstance is an employee or volunteer of the Presbytery authorized to engage in any activity that is illegal under local, state, federal or international law or is a violation of the Constitution of the Presbyterian Church (U.S.A.) while utilizing Presbytery computer or network resources.

The following are specifically prohibited:

1. Use of equipment or accounts to conduct a commercial enterprise, or to promote or advertise a commercial enterprise
2. Transmitting or making accessible, offensive, obscene or harassing materials.
3. Violations of the rights of any person or company protected by copyright, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Presbytery.
4. No employee or volunteer may access another employee's or volunteer's computer, computer files, or electronic mail messages without prior authorization from either the employee or volunteer whose files would be accessed or an appropriate Presbytery official.
5. System users must not obtain nor attempt to obtain any electronic communication or information not intended for them. In particular, system users must not attempt to intercept or inspect information en route through the Presbytery computer resources, nor use the Presbytery computer resources to attempt to intercept or inspect information en route through networks elsewhere. Similarly, system users must not implant, execute or use software that captures passwords or other information while the date is being entered at the keyboard or other entry device.
6. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of copyrighted print and musical materials and the installation of any copyrighted software for the Presbytery or the end user does not have an active license
7. Creation, downloading, installation, displaying or sending of adult or child pornographic or sexually explicit materials with Presbytery equipment
8. The intentional or negligent deletion or alteration of information or date of others, intentional or negligent misuse of system resources, intentional or negligent introduction or spreading of computer viruses, and permitting misuse of system resources by others

## **V. REPORTING SECURITY INCIDENTS OR SYSTEM VULNERABILITIES**

Individuals aware of any breach of information or network security, compromise of computer or network security safeguards, or violation of this policy must report such situations to the General Presbyter and the System Administrator. The General Presbyter and System Administrator will investigate whether damage has occurred and determine if control or procedures require modification. When warranted by such preliminary review, the Personnel Committee, the Stated Clerk and law enforcement authorities will be contacted, as appropriate.

## **VI. SANCTIONS FOR POLICY VIOLATIONS**

Violation of any provision of this policy may result in any or all of the following:

- A. Restriction or termination of the user's access to Presbytery computer and network resources, including the summary suspension of such access, and/or rights pending further disciplinary and/or judicial action, including ecclesiastical disciplinary process. The Presbytery views misuse of computers as a serious matter and may restrict access to its facilities
- B. The initiation of legal action by the Presbytery and/or respective federal, state or local law enforcement officials, including, but not limited to, criminal prosecution under appropriate federal, state or local laws
- C. The requirement of the violator to provide restitution for any improper use of service
- D. Disciplinary sanctions, which may include dismissal for volunteers, termination for employees, and the initiation of ecclesiastical disciplinary process under the Constitution of the Presbyterian Church (U.S.A.)

## **VII. EXCEPTIONS AND EXEMPTIONS**

Exception to or exemptions from any provision of this policy must be approved by the Personnel Committee chairperson or the General Presbyter.

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(Signature of employee or volunteer)

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(Date)