Broadway Baptist Church - Church Computer Use Policy

Revision Nr	Date	By	Revisions
00	March 2020	NG	First Issue
01	March 2021	LW	Minor Wording Alterations
02	February 2024	JW	No changes – agreed

1.0 Policy Guidelines

Broadway Baptist Church provides certain employees and volunteers access to the vast information resources of the internet with the intention of increasing productivity and enhancing church-related communication. While this access has the potential for employees and volunteers to do their jobs faster or smarter, there is justifiable concern that is can also be misused. Such misuse can waste time, potentially violate laws, ordinances or other Broadway Baptist Church policies, garner negative publicity for the church and potentially expose it to significant legal liabilities. This Church Computer Use Policy, which applies to all employees and volunteers, is designed to facilitate understanding of the expectations for the use of these resources.

The underlying philosophy of this policy is that internet access from Broadway Baptist Church is primarily for church-related purposes including communicating with congregation members and colleagues, researching relevant topics and obtaining useful information. In addition, all existing laws and Broadway Baptist Church policies apply to an employee's and volunteer's conduct on the internet, especially those that deal with intellectual property protection, privacy, misuse of Broadway Baptist Church resources, sexual harassment, information and data security, and confidentiality.

The best way to determine if use of the internet is appropriate is to ask, "If I were doing this same activity in some other way (e.g., telephone, library, in person, by hand) would this activity be appropriate?" The two key tenets to this usage policy are:

1. Do not do anything with Broadway Baptist Church internet access resources that would otherwise be considered illegal, grossly inappropriate, or offensive to the established value system expressed by Broadway Baptist Church as a Christian, non-profit organization. Viewing or downloading erotica, playing games, sending non-Broadway Baptist Church related mass mailings, and running a private business are obvious examples.

2. Do not waste Broadway Baptist Church time. There are plenty of fascinating sites to explore, but Broadway Baptist Church time should be spent conducting Broadway Baptist Church business. Church employees may use their internet facilities for non-business research or browsing during lunch and outside of work hours, provided that all other usage policies are adhered to.

2.0 Detailed Internet Policy Provisions

1. All internet activity carried out on the church networks or using the church computers may be traceable to Broadway Baptist Church. Any user may thus be viewed as a representative of Broadway Baptist Church while conducting business on the internet. During any internet use, users are required to refrain from any activity or communication that would have a negative impact on Broadway Baptist Church or the reputation of Broadway Baptist Church.

2. Usernames and passwords help maintain individual accountability for internet resource usage. Any user who obtains a password or a username for an internet resource must keep that password confidential. Broadway Baptist Church policy prohibits the sharing of usernames or passwords obtained for access to internet sites.

3. Each user using Broadway Baptist Church's internet facility shall identify himself or herself honestly, accurately and completely when corresponding or participating in interactive activities and shall not send unsolicited mass electronic mail.

4. Only those persons who are duly authorized to speak to the media or public gatherings on behalf of Broadway Baptist Church on a particular subject may speak/write in the name of Broadway Baptist Church to any blog, social network or similar in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves and should make that clear in their communication. Only those personals who are authorized to speak to the media or public gatherings on behalf of Broadway Baptist Church on a particular subject may grant such authority to blog, social network or similar participants.

5. Employees and volunteers are reminded that the internet is not a secure method of communication. Neither proprietary information nor any information received in confidence by Broadway Baptist Church, or the user, may be sent on the internet unless prior approval is received from the Minister or the Administrator.

6. The display of any kind of obscene image or document of any Broadway Baptist Church computing resource may be a violation of existing Broadway Baptist Church policy on sexual harassment and is prohibited. In addition, obscene material may not be archived, stored, distributed, edited, or recorded using Broadway Baptist Church network, printing or computing resources. A user, who finds him or herself connected accidentally to a site that contains sexually explicit or offensive material, must disconnect from that site immediately and report the accidental connection to the church administrator or minister.

7. Software or other multimedia content may contain malware, may not work properly, or may be hosted in infringement of copyright law. Users may download only software with direct business use with permission of the administrator or minister and must arrange to have such software properly licensed and registered. Users may not use Broadway Baptist Church internet facilities to download entertainment software or games, or to play games against opponents over the internet. No user may use Broadway Baptist Church facilities knowingly to download or distribute pirated software or data. Any software or files downloaded via the internet may be used only in ways that are consistent with their licenses or copyrights.

8. No user may use Broadway Baptist Church facilities to deliberately propagate malicious software or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.

9. Broadway Baptist Church internet facilities and computing resources must not be used to knowingly violate the laws and regulations of the United Kingdom or other involved jurisdictions.

10. Users should not have any expectation of privacy as to his or her internet usage. It is possible to monitor internet usage patterns and Broadway Baptist Church will regularly inspect any and all files stored on Broadway Baptist Church resources to the extent necessary to ensure compliance with this Internet Usage Policy.