

[Name of church]
Acceptable Use Policy for Technology Resources

This form is a sample to be modified to meet your institution's needs.

In support of its mission, [name of church] encourages access to technology and information resources. This statement seeks to provide general guidelines regarding the acceptable use of technology and information resources by clergy, administrators, and staff of [name of church]. All users must act responsibly and ethically and must agree to be responsible for the integrity of those resources.

[Name of church] reserves the right to restrict or deny access to its technological resources to those users who do not comply with its policies. Violations of this policy may also subject the user to appropriate disciplinary penalties. All accounts and files on the [name of church] network are considered to be public. System administrators have access to these accounts and will monitor them.

While every effort will be made to provide reliable service, [name of church] will not be held responsible for delays, loss of data or service interruptions.

The following represent specific examples of violations of the Acceptable Use Policy:

- **Vandalism** - Physically or electronically damaging, modifying or removing hardware, software, or data, creating/uploading viruses.
- **Security** - Accessing programs or data without authorization, circumventing or attempting to circumvent logon procedures or security, accessing another user's account or reading another's e-mail.
- **Theft of services** - Incurring on-line charges, setting up fraudulent accounts, making fraudulent on-line purchases.
- **Copyright Infringement** - Copying or distributing materials that are the property of others. Publishing information on the [name of church] website that is protected by copyright.
- **Speech** - Possession, distribution or transmission of inappropriate materials.
- **Harassment** - Using the technological resources of [name of church] to harass, threaten, or abuse others.
- **Unauthorized disclosure** - posting personal identification information of clergy, parishioners, staff, or minors, or posting images of persons without their expressed consent.
- **Product advertising, political lobbying, or sending messages involving illegal activities.**

Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.

[Name of church] believes that users should have access to telecommunications resources and participate in telecommunications projects. However, there are some inherent risks.

While system administrators or staff will monitor most on-line activities, all should note that diligent users might discover controversial or inappropriate materials. [Name of church] believes that the potential of these worldwide network resources far outweigh the possibility that some users might be able to procure materials which are inconsistent with our mission.

While [name of church] will take reasonable measures to prohibit access to inappropriate materials, it cannot totally restrict access to these materials and will not be held responsible if a user acquires them.

The following have access to the internet and email system administered by this parish:

USER: I understand and will abide by the [name of church] Internet Acceptable Use Policy. I further understand that any violation of this policy constitutes a violation of this church's policy. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken against me.

Name

I hereby release the [name of church], its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the [name of church] system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.