

## **Wesley United Methodist Church Computer Resource Acceptable Use Policy**

Wesley United Methodist Church acquires and maintains computers, computer systems, projectors, printers, software and networks. These computing resources are intended for church related purposes only. This policy applies to all users of the churches computing resources, whether employed by Wesley United Methodist Church or not. This policy may be modified as deemed appropriate by Wesley United Methodist Church. Users are encouraged to periodically review the policy as posted on Wesley's Website.

Users of Wesley United Methodist Church computing resources must comply with federal and state laws, the churches rules and policies, and the terms of applicable contracts including software licenses while using the churches computing resources. Examples of applicable laws, rules and policies include the laws of libel, privacy, [copyright](#), [trademark](#), obscenity and child pornography; the [Florida Computer Crimes Act](#), the [Electronic Communications Privacy Act](#) and the [Computer Fraud and Abuse Act](#), which prohibit "hacking," "cracking" and similar activities.

Users are responsible for any activity originating from their accounts which they can reasonably be expected to control. Accounts and passwords may not, under any circumstances, be used by persons other than those to whom they have been assigned by the systems administrator. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner should change the password and report the incident to the systems administrator.

Users must not use computing resources to gain unauthorized access to remote computers or to impair or damage the operations of the churches computers, networks or peripherals. Deliberate attempts to circumvent data protection or other security measures are not allowed.

Users who violate this policy may be denied access to the churches computing resources and may be subject to other penalties and disciplinary action, including possible dismissal. Wesley United Methodist Church may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Users should be aware that Wesley United Methodist Church cannot guarantee security and confidentiality. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords and changing them regularly.

Users should also be aware that their use of the churches computing resources is not completely private. While the church does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the churches computing resources require the backup of data and communications and the logging of activity.

All files and e-mails stored on the churches computer systems become the property of Wesley United Methodist Church. Wesley United Methodist Church maintains the right to request copies of any and all e-mail, sent or received by a user, from the churches Internet Service Provider and also to recover deleted files.

For purposes of this document, e-mail includes any electronic messaging involving computers and computer networks.

### **Examples of Inappropriate Uses of E-mail**

While not an exhaustive list, the following uses of e-mail by individuals are considered inappropriate and unacceptable. In general, e-mail shall not be used for the initiation or re-transmission of:

- Chain mail that misuses or disrupts resources
- Harassing or hate-mail
- Virus hoaxes
- Spamming or e-mail bombing attacks
- Junk mail - Unsolicited e-mail that is not related to Wesley's business and is sent without a reasonable expectation that the recipient would welcome receiving it
- False identification - Any actions that defraud another or misrepresent or fail to accurately identify the sender.