Gloria Dei Evangelical Lutheran Church	Effective Date: 03/07/2016 **Note: For origination date see History at end of Policy.**
Subject: Internet and Computer Policy	**Approval Signature:** **Barbara White** **President**

PURPOSE
Staff and volunteers of Church who are designated to have access to the Internet and church technology are required to use their access in a Christian, legal, and informed way, conforming to network etiquette, laws and courtesies.

The Congregation Council will determine:

• The extent to which staff/volunteers may use the Internet and/or church computers to accomplish job responsibilities. Any questions about the appropriateness of a particular use of the Internet should be discussed with the supervisor;
• The appropriateness of using the Internet and/or church computers for professional contacts and career development activities during office hours;
• The training required of staff using the Internet and/or church computers and the work time that may be used to practice/acquire skills needed to effectively access and use the Internet and/or church computers; and
• The wisdom of installing a pornography filter or other internet blocking software.

Internet Use: Staff should use discretion in the sending or receiving of confidential information.

Use of the Internet and computers is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Misuse of Internet access or computers by a staff person may result in other disciplinary action, including but not limited to, termination of employment. Examples of inappropriate conduct include, but are not limited to: use of inappropriate, offensive or abusive language in either public or private messages; unlawful activities; defamation; infringement of copyrights; misrepresentation of oneself or the church; logging on or accessing pornographic, sexually explicit, violent sites or materials, accessing gambling sites, initiating viruses, and sending messages that might result in congestion or disruption of networks and systems.

Staff should notify the Pastor or President if s/he observes or becomes aware of any inappropriate conduct or inappropriate use of the Internet and/or church computers by church staff or others.

Programs and Files: Except as provided in the Pastoral Exemption below, all programs, files, and E-mail are property of Gloria Dei Lutheran Church. Gloria Dei Lutheran Church reserves the right to monitor staff use of the Internet and/or church computers at any time. In monitoring, Gloria Dei will respect the legal requirements as well as ELCA policy and practice regarding pastoral privilege. Staff must abide by security policies, procedures and guidelines, and are to refrain from practices which might jeopardize the church's computers, data, network, systems

security or work in general. Staff must guard against computer viruses and security breaches of any kind. Staff who use the Internet may not transfer or install any software or files from the Internet to any church computers or information systems except in consultation with appropriate technical staff (i.e., no downloading of software, programs, games, etc.).

Passwords: The confidentiality and integrity of data stored on the church's computer systems must be protected by access controls to ensure that only authorized employees have access. This access shall be restricted to only those capabilities that are appropriate to each employee's job duties.

Personal Identity Information: Personal Identity Information (PII) is data that, if stolen, could be used to steal a person's identity. PII includes such things as names, addresses, birthdates, social security number, credit card numbers and bank routing numbers which are used to automatically make authorized deductions from a donor's bank account. All documentation containing PII should be handled on a need-to-know basis. Employees with access to PII shall use reasonable care before downloading PII such as to laptops, flash drives, CDs or external drives. The person approving the download of PII shall be responsible to ensure its proper use and ultimate destruction.

Volunteers: Although church staff is specifically mentioned throughout this policy, the same provisions apply to church volunteers. This policy applies to all Internet/computer use on church premises and use of church property outside of the church premises.

Pastoral Exemption: Provided that the Pastor otherwise complies with this policy, Church Council affirms that the present pastor can use personal computers and software to fulfill his responsibilities.

History:
Approved by Church Council: 03/07/2016