

REDSTONE PRESBYTERY COMPUTER USE POLICY

Internet

The Internet is a powerful business tool that can provide a great deal of useful information. Redstone Presbytery has the privilege of Internet access and recognizes its importance as a valuable asset to our mutual benefit. Unfortunately, it can also be a distraction from productive work time when browsing non-business related sites. In an effort to clarify our position on the use of the Internet while utilizing Redstone Presbytery property we have developed the following guidelines for all employees:

- Internet usage is restricted to business purposes.
- Downloading from the Internet should be done with caution and only from known sites.
- Downloaded material should be kept to a minimum and deleted when its useful life has expired.
- The display or transmission of sexually-explicit images, messages or cartoon, or any transmission that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs is not permitted.
- The Presbytery has the right and capability to monitor Internet browsing by each user on our system.

E-mail

Electronic mail is to be used for business purposes. Personal electronic mail is not permitted, but may be used for emergency communications. No one may solicit, promote or advertise any organization, product or service through the use of electronic mail or anywhere else on Presbytery premises during work hours.

Employees are not permitted to send electronic mail that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs. We reserve the right to determine when an employee is sending excessive or improper electronic email.

Passwords

The password feature of Redstone Presbytery's network and telecommunications systems is the foundation for maintaining the confidentiality of Redstone Presbytery's communication system. Passwords, system telephone numbers, and similar information must not be disseminated to the public and must be retained as confidential information by the user, and must not be shared with other employees.

This policy may be revised from time to time as circumstances warrant.

Privacy

Because e-mail, voice mail and Internet access are business tools provided by Redstone Presbytery to employees for business purposes, Redstone Presbytery reserves the right to access and review employee's e-mail and voice-mail messages and Internet activity. In addition, Redstone Presbytery at its discretion may disclose the contents of e-mail and voice-mail messages and Internet activity when it determines that there is a business or other appropriate reason to do so.

Acquisition, Use and Copying of Software

Redstone Presbytery will acquire software only by purchasing it from authorized software distributors in accordance with its procedures set forth below. Further, it is Redstone Presbytery's policy to respect all other computer software copyrights and to adhere strictly to the terms of all software licenses which it is a party.

Acquisition and Use of Software

Software acquisition channels are restricted to ensure that Redstone Presbytery has a complete record of all software that has been purchased for Redstone Presbytery computers and can register, support, and upgrade such software accordingly. All software acquired by Redstone Presbytery office must be purchased through the Executive Presbyter.

- 1) Software may not be purchased by any person who is not part of the mutual accountability expressed in this policy.
- 2) No software may be acquired or used for “alpha” testing, demonstration, or other trial purposes, without the advance written approval of the Executive Presbyter.
- 3) No shareware or other “Public Domain” software may be acquired or used without advance written approval of the Executive Presbyter. It is the policy of Redstone Presbytery to pay shareware authors the fee they specify for use of their products. Registration of shareware products will be handled the same way as commercial software products.
- 4) No software, program coding, patches, or upgrades are to be downloaded from an external source, without the advance written approval of the Executive Presbyter.
- 5) No software may be installed on Redstone Presbytery equipment without the advance written approval of the Executive Presbyter.
- 6) No Redstone Presbytery software may be given to any non-Redstone Presbytery users, including clients, contractors, customers, and others.
- 7) No Redstone Presbytery software may be used in violation of the software’s license agreement. This includes use of the software on local area networks and on multiple machines.
- 8) No employee, client, contractor or other person associated with Redstone Presbytery may copy personal information to electronic media or transmit resident information electronically, without the express authorization of the Executive Presbyter.

All software purchases for Redstone Presbytery will be shipped directly to the Executive Presbyter, who will complete registration and inventory requirements. Software will be registered only in the name of Redstone Presbytery and the job title or department in which it will be used. The Executive Presbyter will maintain a register of all Redstone Presbytery software and will keep a library of software licenses.

The register must contain: (a) the title and publisher of the software; (b) the date and source of software acquisition; (c) the location of each installation as well as the identification number of the hardware on which each copy of the software is installed; (d) the name of the authorized user; (e) the existence and location of any backup copies; (f) the software product’s serial number. Due to personnel turnover, software never will be registered in the name of the individual user.

The Executive Presbyter will install the software and keep the original software (and any authorized backup copies) in a secured and locked area.

No other installation or copying of the software may occur without the advance written approval of the Executive Presbyter.

Software Use on Home Computers

Generally, Redstone Presbytery-owned software cannot be taken home and loaded on an employee’s home computer if it also resides on a Redstone Presbytery computer. If an employee is required to use software at home, Redstone Presbytery will purchase a separate package and record it as an organization-owned asset in the software register. However, some software companies provide in their license agreements that home use is permitted under certain circumstances. If an employee is required to use software at home, he or she must first consult with the Executive Presbyter to determine if appropriate licenses allow for home use.

Copying or Alteration of Software

The copying of software by anyone other than the Executive Presbyter is strictly prohibited. The Executive Presbyter will create and keep any backup copies of software allowed by law.

No Redstone Presbytery employee may alter any licensed software or related documentation, for use either on Presbytery premises or elsewhere, unless Redstone Presbytery is expressly authorized to do so by agreement with the licensor.

Unauthorized duplication or alteration of software will subject individual users to disciplinary action, up to and including discharge, and may result in civil or criminal penalties under the U.S Copyright Act.

Employee's Duty to Report Violations

Redstone Presbytery employees learning of any acquisition, installation, use, modification, or copying of software in violation of this policy shall notify the Executive Presbyter immediately.

Audits and Enforcement

All Redstone Presbytery employees will be responsible for enforcing this policy.

The Executive Presbyter will have sole responsibility for the interpretation of this policy; will be responsible for providing guidance concerning the requirements of this policy, and for conducting periodic audits to ensure compliance with this policy.

The Executive Presbyter will conduct at least annual audits of Redstone Presbytery's computing equipment, including portable computers, to ensure compliance with software licenses. Surprise audits may be conducted as well. Audits may be conducted using an auditing software product. Also, during the audits, the Executive Presbyter may search for computer viruses and eliminate any that are found. The full cooperation of all users is required during audits. Failure to comply with these policies may result in employee dismissal.

AUTHORIZATION FOR ACCESS TO/USE OF REDSTONE PRESBYTERY'S COMPUTERS

- I have reviewed Redstone Presbytery's policies regarding the use of "Electronic Media," and "Internet Access."
- I understand the policies and agree to ask the Executive Presbyter to clarify misinterpretations and/or misunderstandings.
- I understand that the computer systems are provided by Redstone Presbytery and that the systems are to be used exclusively for business purposes.
- I understand Redstone Presbytery has a right and a duty to monitor the use of these systems.
- I understand that no expectation of privacy is expected while using the computer systems of Redstone Presbytery nor is it considered an invasion of privacy when these systems are monitored in their use.
- I have been issued a unique password to gain access to the computer system.
- I agree to keep my electronic password confidential at all times, as it is equivalent to my written signature.
- I agree that under no circumstances will I use another's password to gain computer access.
- I understand that disciplinary action may and/or will result if violations of Redstone Presbytery policies occur.

Signature _____ Date: _____