

First Presbyterian Church of Paw Paw Michigan
Acceptable Use of Network, Computer and Electronic
Resources by Staff and Members

A Guideline to the Terms and Conditions for Computer and Internet Use

Overview:

The First Presbyterian Church of Paw Paw Michigan provides computer equipment, computer services, and Internet access to its leaders and staff for spiritual education and Church related purposes only. The purpose of providing technology resources is to improve the learning and teaching of Christ through research, collaboration, dissemination, and the use of global communication resources. The Session members of the First Presbyterian Church are the administrators of the computer system and, as such, reserve the right to monitor all activity on network facilities. Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. Such guidelines are provided here, so that staff members, and the parents/guardians of children are aware of their responsibilities. The Session may modify these rules at any time by publishing the modified rule. The signatures of the staff, members and parents of children on the Session-approved permission form are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under this policy.

Access is a privilege not a right. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY. Access entails responsibility. It is presumed that users will comply with the First Presbyterian Church standards and will honor the agreements they have signed. Beyond the clarification of such standards, the Session is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas must be treated like Church property. In that, Network administrators may review files and communications to maintain system integrity and insure that users are using the

system responsibly. Users should not expect that files stored on Church equipment will be private.

Within reason, freedom of speech and access to information will be honored. During Sunday School, Christian Education teachers will guide students toward appropriate material. Adult Bible Study teachers and students will have more responsibility for locating appropriate materials on their own. Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal actions:

- Using the computer network (s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws, court decisions, and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communications vehicles.
- Intentionally or unintentionally disrupting network traffic or crashing the network.
- Degrading or disrupting equipment or system performance.
- Using circumventing software to bypass security or firewalls.
- Stealing data or other intellectual property.
- Gaining or seeking unauthorized access to resources, entities, or Network.
- Forging electronic mail.
- Using an account or password owned by others.
- Invading the privacy of others.
- Posting anonymous messages.
- Posting any data which are a violation of this policy.
- Engaging in any activity that does not advance the spiritual purposes for which the computer network/computers are provided.
- Sending or displaying offensive message or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks.

- Violating copyright laws.
- Trespassing in another person's files.
- Intentionally wasting limited resources.
- Employing the computer network, computer, or Internet for fraud, commercial purposes, financial gain, personal business, product advertisement, or political lobbying.

On-Line Conduct and Expectations:

Users and the parents/guardians of children at the Church specifically agree to indemnify the First Presbyterian Church of Paw Paw and the Church Session for any losses, costs, or damages, including reasonable attorney's fees incurred by the Church relating to, or arising out of any breach of this policy.

Internet User Contract

Internet Explorer is an integrated part of the Windows operating system as Safari is an integrated part of the MAC operating system. While the Session attempts to restrict improper member usage of the Internet, it is understood that each user is responsible for his or her own actions.

In order for members to use any machine connected to the Internet at the Church the member and parent/guardian of children must sign a User Contract.

Recording, Video, Audio, Photograph

No recording, video, audio or photographic, performed on Church property shall be taken of any Church member or guest without prior notification of said member guest.

First Presbyterian Church of Paw Paw Indemnity:

The Church makes no warranties of any kind expressed or implied for the Internet service and denies any responsibility for the accuracy and quality of the information obtained through the Internet system.