DENTON BIBLE CHURCH USE OF TECHNOLOGY & NETWORKS POLICY

Any device purchased by Denton Bible Church or connected to Denton Bible Church's network must comply with this policy. The confidentiality of any information created, stored, sent, or received using the church's systems, equipment, email, or network resources should not be expected or assumed.

1. Denton Bible Church provides computing, networking, and information resources to those who lead and administratively support the Church's ministries.

   1.1. Denton Bible Church computers are to be used for Denton Bible Church business and associated ministries and should not be used for personal gain of any kind.

   1.2. Access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

2. Data created on Denton Bible Church systems remains the property of Denton Bible Church. Any information contained on any Denton Bible Church owned or leased equipment is the property of Denton Bible Church.

   2.1. All computers and related technologies purchased with Church funds and the data stored on them will remain the property of Denton Bible Church when the employment or volunteer relationship ends.

3. Employees of Denton Bible Church should not have an expectation of privacy with respect to any material on Denton Bible Church property.

4. Authorized individuals within Denton Bible Church may monitor equipment, systems, email, and network traffic at any time. Denton Bible Church reserves the right to monitor, record, and view any information contained on the network or on Denton Bible Church owned or leased equipment.

5. Misuse of computing, networking, or information resources may result in restriction of computing privileges. Examples of misuse include, but are not limited to, the activities in the following list:

   - Using a computer account that you are not authorized to use,
   - Using someone else's assigned building code for building access,
   - Knowingly removing anti-virus and accountability software on church-owned computers or computers with church-owned/leased software on it,
   - Refusing to allow installation of management, anti-virus, or accountability software on church-owned computers or computers with church-owned/leased software on it,
   - Connecting to the Church's network with a personal device that is not vetted by Technology,
   - Sharing of WIFI passwords allowing access to Church network resources,
   - Obtaining a password for a computer account without the consent of the account owner,
   - Using the Church network to gain unauthorized access to any computer systems,
   - Using a computer to perpetrate any form of fraud,
   - Purposely installing software to thwart anti-virus or accountability software, such as third-party VPN applications,
   - Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks,
   - Violating terms of applicable software licensing agreements or copyright laws,
   - Deliberately wasting computing resources,
   - Using electronic mail to harass others, and
   - Introducing malicious software onto Church networks and/or jeopardizing the security of the Church's electronic communications systems.

6. Denton Bible Church employees and volunteers are expected to use the internet responsibly and productively for the benefit of the Church and its ministries.

   6.1. Under no circumstances are pornographic or harassing materials to be viewed, sent or received using Denton Bible Church network and/or equipment, at any time.

6.2. All internet data that is composed, transmitted and/or received by Church computing systems is considered to belong to the Church and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

7. All email and voicemail is subject to review by Denton Bible Church. Use of the email and voicemail systems by an employee grants consent to the review of any of the messages in the systems. Employees expressly waive any right or privacy in anything he or she creates, stores, sends, or receives using the church's systems, equipment, email, or network resources. Denton Bible Church may access the systems at any time, without notice to users of the systems.

8. Any device purchased by Denton Bible Church or connected to Denton Bible Church's network must have a current antivirus installed and running at all times. Users are prohibited from disabling or tampering with the installed antivirus software.

9. Any device purchased by Denton Bible Church or connected to Denton Bible Church's network must have accountability software installed and running at all times. Users are prohibited from disabling or tampering with the installed accountability software.

10. Under no circumstances is an employee or volunteer of Denton Bible Church authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Denton Bible Church-owned or leased resources.

11. Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

12. Employee and volunteers may not uninstall any software on computers without Technology approval. Uninstalling software may result in a direct loss to the Church.

13. No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

14. Employees found in policy violation may be subject to disciplinary action, up to and including termination.

ACCEPTANCE OF USE OF TECHNOLOGY & NETWORKS POLICY

The undersigned has read and understands the Denton Bible Church Use of Technology & Networks Policy, a copy of which is attached hereto.

I acknowledge that I am expected to be a good steward of the technology resources provided by Denton Bible Church.

If I am unsure about what constitutes acceptable technology, internet, and network usage, I will contact Technology for clarification, support, and/or training. I will report any signs of malicious activity on my or any other computer to Technology.

Printed Name: _____

Signature: _____

Date: _____

This Use of Technology & Networks policy is provided as part of Denton Bible Church's commitment to information security, data security, and responsible computer use. Any infractions regarding security or the integrity of computing operations will be addressed by Church leadership, the Communications Director, and/or the Technology Coordinator.