

Electronic Equipment and Communications. Work at (EMPLOYER/CHURCH), whether as a volunteer or as an employee (both hereinafter also referred to as “User”), will likely require the use of computers and other similar electronic equipment as part of their routine job tasks. Communications from or within this office, such as an e-mail, whether made with or without the knowledge and consent of a _____, can subject (EMPLOYER/CHURCH) to liability for items ranging from harassment and discrimination, to defamation and ethical violations due to breaches of confidentiality, etc., Also, the availability of on-line connections can easily lend itself to wasting time by “surfing the net.” For these and other reasons the following rules and guidelines must be understood and strictly adhered to:

- A. The computers and everything stored on them or generated by them, whether sent or retained in the hard drives, stored on network drives, stored on discs, etc., are all the sole property of (EMPLOYER/CHURCH). No user will download, transport or otherwise move or take intellectual property for personal or business purposes without the consent of _____. No user should have any expectation of privacy as to anything kept on (EMPLOYER’S/CHURCH’S) computers or (EMPLOYER’S/CHURCH’S) electronic systems and equipment.
- B. Users should not use any part of their day to conduct personal or other non business-related functions on the computers without the express consent of _____. Of course, users are not permitted to store personal items or information on any (EMPLOYER/CHURCH) computer or electronic system. The exception to this policy is when a user has their own computer on the premises, such as a “laptop,” and uses it during a break time such as during lunch.
- C. Employees should be aware that (EMPLOYER/CHURCH) will monitor the information generated by all computers at various times and at (EMPLOYER’S/CHURCH’S) sole discretion. This action may include _____ checking the computer data storage repositories (i.e., discs, hard drives, etc.) for compliance with these policy provisions, with or without notice.
- D. (EMPLOYER/CHURCH) will not tolerate the sending of any information, whether to another user or otherwise, which is or may reasonably be construed to be harassing, defamatory, discriminatory or in violation of any federal, state, or local law relating to such communication. Similarly, no user shall at any time download, transfer or in any way copy anything that is a violation of copyright or other related laws.
- E. If any user suspects that any of the provisions of this policy are being violated, the user should immediately report same to _____ or, if they are not available, to _____.
- F. No user shall, at any time, use the (EMPLOYER’S/CHURCH’S) electronic equipment to view, print, download, send, save, etc., any sexually explicit material or communications.

- G. Violations of any of the provisions of this policy will lead to an immediate denial of further access to electronic equipment and disciplinary action up to and including immediate termination for all employees.

ELECTRONIC USAGE POLICY
ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the Church's Electronic Equipment and Communications Policy. I have read and understood it and agree to abide by it at all times.

Date: _____

(Users Signature)

