

St. Timothy's Episcopal Church

ELECTRONIC COMMUNICATION POLICY

Policy

The Parish of St. Timothy's Episcopal Church provides resources such as electronic mail, voice mail, and Internet access to staff in order to facilitate the work they do. Parish staff members are required to apply these resources appropriately in accordance with all Parish personnel policies and operational procedures.

Any violation of this policy or related procedures may result in disciplinary action up to and including termination of employment.

Any and all data, information and messages transmitted using these systems are the sole property of the Parish of St. Timothy's Episcopal Church. The Parish reserves the right to monitor, electronically or otherwise, or access the use of its computers, software, network and telephone at its absolute and sole discretion.

Procedures

- All electronic communications are for business use. Occasional, personal use is allowed as long as it does not interfere with office productivity and does not consume more than a small amount of time. However, some types of use are completely prohibited:
 - The creation and/or distribution of jokes, spam or chain letters.
 - Any form of solicitation, gambling, or use of hardware, software, or network for commercial ventures, advancement of individual views, or work related to organizations not relevant to the staff member's job.
 - Any illegal activity or any activity that violates Parish policy.
 - Display or transmission of messages or pictures on any Parish-owned computer that reasonably may be deemed threatening, offensive, harassing, discriminatory or which are sexually oriented.
 - Visit Internet sites that contain illegal, obscene, pornographic, or hateful content which is objectionable and inappropriate for the workplace.
 - Parishioners may not use, or request personal information, or send invitations on the Parish email list or Facebook page.
- Staff is expected to be mindful of and comply with the copyright laws. Making illegal copies of Parish-owned software is specifically prohibited. Furthermore, no software may be downloaded onto a Parish-owned computer, unless it is part of the standard software suite, updates to that suite, or is specifically approved software necessary to support the employee's assigned tasks. Requests for additional software should be made using appropriate procedures.
- All messages created, sent or retrieved over the Internet are the property of the Parish of St. Timothy's Episcopal Church and should be considered public information. The

Parish reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. The deletion of a message does not guarantee the message will not be retrieved.

- All employees are expected to use common sense and sound judgment when utilizing electronic communications. In addition, employees are expressly prohibited from sending or soliciting receipt of any messages or materials containing obscene, profane, lewd, derogatory, or otherwise potentially offensive language or images. The use of material containing racial, sexual, or similar comments or jokes is forbidden. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Users should respect the rights and sensitivities of recipients and potential recipients or viewers and ensure that all electronic communications reflect the professional image that the Parish wishes to present.
- Staff should remember every message sent using Parish e-mail, in essence, goes out on St. Timothy's electronic letterhead. Staff will refrain from unauthorized representation the Parish, especially when identified as an employee of St. Timothy's Episcopal Church on newsgroups, chats or listservers. Staff are expected to identify themselves honestly and completely when participating on such groups or when setting up accounts on outside computer systems using the organization's Internet facilities.

The Parish of St. Timothy's Episcopal Church Electronic Communication Policy Agreement

I understand and will abide by the above Electronic Communication Policy and Procedures. I further understand that any violation of the regulation above is unethical and may constitute a criminal offense. Should I commit any violation, my access and privileges may be revoked and legal action and/or disciplinary action may be taken, up to and including termination of employment.

User signature: _____

Date: _____

11/2014