

First United Methodist Church of Brandon

INTERNET/INTRANET and *BRANDONCHURCH ONLINE* ACCEPTABLE USE POLICY

What is an Acceptable Use Policy (AUP)?

An Acceptable Use Policy is a written agreement between First United Methodist Church of Brandon (FUMC) users, parents/guardians and students (under age 18) that describes the terms and conditions for the use of technology available to all persons during FUMC sponsored activities including BrandonChurch Online. This agreement outlines the rules of acceptable behavior during online Internet/offline Intranet sessions and the consequences for misuse. This agreement delineates published usage of FUMC member photographs and information on the Internet/Intranet.

FUMC Technology

With the use of electronic networks, including Internet and Intranet, FUMC is expanding technology access for congregation members, parents, students, staff and community users. With this access comes the responsibility for appropriate use. Members, parents, students, staff and community users are expected to maintain Christian ethics in making appropriate decisions regarding their technology use provided by FUMC. In general that requires efficient, ethical, and legal utilization of the network/non-network resources. Thus, the following principles will be applied:

- 1 Failure of users to abide by the AUP guidelines may cause the elimination of a user account at any time as required.
- 2 In accordance with the AUP guidelines, the FUMC administration in its sole discretion will deem what is inappropriate use and all such decisions by the administration are final.
- 3 Additionally, if FUMC incurs a financial cost due to user misuse or intentional malicious action, the user will bear the sole responsibility for the financial cost incurred.

FUMC Network Users

The electronic networks are “public places” and user actions are visible to other users on the network. Portions of the network are secured behind usernames and passwords. However, FUMC has the right to monitor all network use to ensure that the network continues to function properly for all of its users.

All FUMC existing policies and regulations apply to the use of technology. Community Users and students are expected to comply with the following procedures when using the FUMC networks or accessing any resource via the Internet.

1. Users will follow FUMC Acceptable Use Policy. No user is allowed to use any material that is not preloaded onto the computers or approved by FUMC network administrators.
3. Hate mail, harassment, discriminatory remarks, threatening, and other antisocial, non-Christian behaviors are prohibited.
4. The use of the computer to Users of FUMC technology shall promote efficient use of the networks to reduce congestion of the networks and interference with the work of others using the networks. Such interference or disruption includes, but is not limited to the following:
 - Altering the computer system’s operating perimeters such as screensavers, desktops, sounds, or other appearance aspects of the computer
 - Propagation of computer worms or viruses
 - Using the network to make unauthorized entry into other computational, informational, or communications devices or resources.
 - Access of files belonging to anyone else on the network without express consent.
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5. Networks or equipment shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution would violate any applicable law or regulation or would likely be offensive to the recipient(s).

FUMC Internet Users

Use of Internet activities and material posted by BrandonChurch Online leaders, must be in support of FUMC ministry that is consistent with the goals, objectives, and policies of the FUMC entity. The System Administrators with the Senior Pastor have oversight over all information that is posted on the FUMC network. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege.

FUMC has taken reasonable precautions to restrict access to controversial materials; we spend a great deal of our technology dollars on keeping our surf protection software current and information posted by leaders on the site is monitored by the FUMC Webmaster, volunteer leaders and Senior Pastor.

A Security Statement for MemberConnect/BrandonChurch Online is attached. However, on a global network such as the Internet, it is impossible to control all available materials.

E-mail and the Internet do not replace face-to-face communication. Following the Biblical principles stressed in Matthew 18 is the appropriate procedure used to resolve personal conflicts. Matthew 18:15-16 states how we should first attempt to resolve conflicts one-on-one (between the two parties involved) before other people become involved in attempting to resolve the conflict.

Internet Etiquette

Users are required to abide by the accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities, or other inappropriate language. Try to resolve conflicts in person following Matthew chapter 18.
2. Illegal activities including but not limited to downloading computer worms or viruses; any action for the sole purpose of plagiarizing any image, object or document; viewing pornography, violent materials, or any other information generally considered inappropriate in a Christ-centered learning environment; is strictly forbidden.

In addition, these rules apply for our youth.

1. Do not reveal your personal information (i.e. name, address, phone number) online to those outside the BrandonChurch Online network.
2. If a youth accidentally finds anything inappropriate on a website, they are to turn off their monitor and notify an adult immediately.
3. Youth are not allowed to download documents or software from the Internet without an adult's permission.
4. An adult must be present at all times while a youth is using the Internet at FUMC. The youth must ask for and receive permission to access the Internet from that adult.

Electronic Mail

Users should be aware that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Transmission and viewing of any material via e-mail that is in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to plagiarized copyrighted material, threatening or obscene materials or materials protected by trade secret or classified government information. All e-mail users are required to abide by the accepted rule of network etiquette.

Consequences

Interpretation, application, and possible modification of these policies shall be within the discretion of the FUMC Senior Pastor, FUMC Webmaster and Systems Administrator. Violation of these policies will be reviewed on a case-by-case basis by the FUMC Senior Pastor and FUMC Webmaster and appropriate action taken if necessary. The FUMC Senior Pastor with the FUMC Webmaster related to BrandonChurch Online and the First United Methodist Church of Brandon website and with the FUMC Systems Administrator may at any time make determinations that particular uses by staff or volunteers are or are not consistent with the purposes

of the network and computer resources. Furthermore, the Network Administrators reserve the right to discontinue access to the computing equipment and network at any time for any and all users.

Depending on the severity of the infraction and the judgment of the administration, any of the following consequences may be imposed upon student and community users:

- 1 Individual access privileges may be suspended.
- 2 Individual access privileges may be revoked.
- 3 Individuals may be referred to the Board of Trustees and the Senior Pastor.

Automatic notification will be made to the individual and the parent/guardian of any student under age 18 involved in any violation of this Acceptable Use Policy. Violations include, but are not limited to, the following:

- 1 Internet Abuse including but not limited to choosing to visit inappropriate websites; downloading controversial material; abusive language.
- 2 Hardware Abuse including but not limited to malicious mistreatment of any piece of technology hardware.
- 3 Software Abuse including but not limited to amending program instructions; initiating to illegally copy media.
- 4 Network Abuse including but not limited to illegal/inappropriate use of username and password; accessing non-authorized files; misuse of network resources; inappropriate language in emails, discussion groups, etc.

Media Equipment

FUMC has an assortment of media equipment including but not limited to Television, DVD players, VHS video player/recorders, LCD projectors; laptops, digital cameras, video cameras. This equipment is available for FUMC use as approved by the Senior Pastor, Director of Technical Ministries and Systems Administrator. The equipment shall be formally reserved, picked up and returned by the sole individual who 'checks out' said equipment upon stated approval. This individual is financially liable for the safe and immediate return of all equipment in question.

Personal Technology Devices

Personal technology devices-including but not limited to cell phones, PDAs, laptops, and notebooks are to be used under the direction and in compliance with directives set by the FUMC administration. Personal technology devices are the sole responsibility of the owner and FUMC is not responsible for any damaged, lost or stolen device.

Community Users and Student Photographs and Work

For the safety of students, FUMC will not include the names of any student on web-sites with public access. Student pictures will not include any identification information. Artwork of FUMC students that are placed on websites also will not include any means to identify the artist.