

Technology Network/Internet Acceptable Use Policy

July 2020

McKnight Crossings Church of Christ offers to staff server access for storage, cloud storage, email account, internet access, projector printers, copiers and other technological resources. These resources are intended for church and related church activities. These guidelines and conditions of use apply to all staff and members with access to these resources. Operation of the network relies upon the proper conduct of the end users who must follow these guidelines and conditions of use. The policy represents McKnight Crossings Church of Christ's good faith efforts to promote the safe, ethical, responsible, and legal use of the Internet, support the effective use of the Internet for outreach and communication purposes, and ensure accountability.

McKnight Crossings Church of Christ reserves the right to manage its technology system as it sees fit. The McKnight Crossings Church of Christ eldership will establish what inappropriate use is and this decision is final. The eldership has the right to revise this policy at any time and revisions will take effect immediately. The eldership retains the right to deny, revoke, or suspend specific user privileges, or restrict access to technology resources suspend, terminate if deemed necessary.

Computer, Network, and Internet Guidelines and Conditions of Use

Acceptable Use – Acceptable use is always ethical, reflects honesty, and shows courtesy. It demonstrates respect for intellectual property, ownership of information, and system security structures. Its use is to provide access to tools and resources to further the message of Christ and His Church.

Privileges/Consequences – The use of technology is a privilege. Users must recognize and practice acceptable, moral and lawful uses of the technology. Inappropriate use may result in a restriction of privileges, loss of privileges, suspension, loss of employment and/or other disciplinary action.

Privacy – Users have no privacy expectations in the contents of their files, emails and transfer of information and records of their activity while on or using file storage and church network. McKnight Crossings Church of Christ reserves the right to monitor, examine, restrict, or remove any material used, generated or stored by any user that is on its technology systems.

Filtering - McKnight Crossings Church of Christ filters access to inappropriate material to its best ability. Even with the best security and filtering, users may discover controversial or offensive information and materials, either accidentally or intentionally. McKnight Crossings Church of Christ does not excuse the use of controversial or offensive materials and cannot be

held responsible for such use. If such inappropriate or offensive material is inadvertently encountered, it shall be disengaged from immediately.

Data File Protection - Church related files are to be saved to the file server. Data files are backed up routinely to secure cloud storage. Files on server and backed up in the cloud are property of the McKnight Crossings Church of Christ. Staff members are encourage to practice personal backup procedures to insure recovery of lost data files for their personal non-church related files.

Email – A church email account is provide and is the property of McKnight Crossing Church of Christ. The church email is to be used for all communication regarding church business and related activities. Group emails are to be sent in groups of 50 or less; over 50 is considered spamming.

Personal Computer – Staff personal computers are provided access to McKnight Crossing’s network. Staff are to keep their computer updates current and provide anti-virus on their computers (Windows). Peer to Peer and proxy websites are not to be used on the church network. Members are restricted from downloading files on MC CoC network.

PURPOSE: To define and describe McKnight Crossings Church of Christ’s acceptable and unacceptable uses of provided technology and access to information resources.

1. McKnight Crossings Church of Christ’s “Computer network” shall include services, hardware, software, the transfer of information from one point to another, emails, access and connection to the Internet, storage of information, data, or any system, network, or equipment attached to the computer network. McKnight Crossings Church of Christ has the right to place restrictions on use of the computer network.
2. McKnight Crossings Church of Christ will not be responsible for any damages users may suffer, including but not limited to, loss of data, interruption of service, or exposure to inappropriate material or people and financial obligations arising through the unauthorized use of the computer network.
4. Access to electronic information related to staff member will be governed by the same policies that would apply to that information if it were not in electronic form.
5. Social technology is an important means of communication with members and the community. Staff members are required to represent and maintain respect, dignity and discretion. Staff actions are to demonstrate concern for the safety and protection of children and members in all interaction.

With specific regard to social media, as a church employee, one must:

- Understand that staff are accountable for their postings and other electronic communications that are job-related, particularly online activities conducted with a church e-mail address, or while using church property, networks, or resources.

Recognize that:

- Social media activities may be visible to current, past, and prospective members and serving as a role model is a critical aspect of one's work at the church; and accordingly, one must exercise appropriate discretion when using social media (even for personal communications) when those communications can impact one's role at the church.
6. Attempts to compromise the security, reliability, or the functionality of any McKnight Crossings Church of Christ technology systems will be considered a violation of this policy. This includes, but is not limited to, the uploading or creation of computer viruses, deletion or alteration of other user files or applications, removing protection from technology tools, or the unauthorized blocking of access to information, applications, or areas of the network, or unauthorized access to outside proxies in order to receive blocked unauthorized services such as instant messaging, outside email, peer-to-peer functions (music & games), etc.
 - Installing using and playing peer-to-peer applications on church equipment is prohibited and personal computers are not to run these applications while in the building.
 7. A few examples of user activities that violate this policy:
 - a. Commercial advertising not related to church business or unethical/illegal solicitation.
 - b. Accessing, creating sending or posting a file, message, web site that contains pornographic, obscene, racist, sexist, inflammatory, threatening or slanderous toward others pictures, videos, stories, or other material; making copies of such material, or distributing or exposing others to such material.
 - c. Creating and or placing a computer virus on the network or any workstation.
 - d. Revealing home addresses, e-mail addresses, or phone number of other staff, members or former members.
 - e. Harassing others or requesting or distributing addresses, home phone numbers, or other personal information, which could then be used to make inappropriate calls or contacts.
 - f. Sharing passwords. The only person to ever use a password is the person to whom it belongs.
 - g. Any internet usage that would embarrass, discredit, or jeopardize the safety of any member or staff member.
 - h. Using music players, games, toolbars or other application that use peer-to-peer technology.
 - i. Any usage that violates local or federal laws.

- j. Failing to report violations of this plan or other conditions that may interfere with the appropriate and efficient use of church resources. Users are required to report any misuse of the Acceptable Use Policy to the McKnight Crossings Church of Christ eldership.

Faculty & Staff Technology Network/Internet
Permission Form and Acceptable Use Agreement

The signatures on this Technology Network/Internet Acceptable Use Agreement indicate the parties who have signed have read the terms and conditions carefully and understand their significance.

USER

I have read and understand McKnight Crossings Church of Christ's Technology Network/Internet Acceptable Use Policy and will abide by the stated procedures. I am aware that it is impossible for McKnight Crossings Church of Christ to restrict access to all controversial and offensive materials and I will not hold them responsible for materials acquired. I understand that a violation of this policy may result in the loss of computer privileges, suspension, termination or other disciplinary action.

Staff Name

User Name (please print): TOM HUNSAKER

Staff Signature

User Signature Tom Hunsaker

Date 7-23-2020

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USER

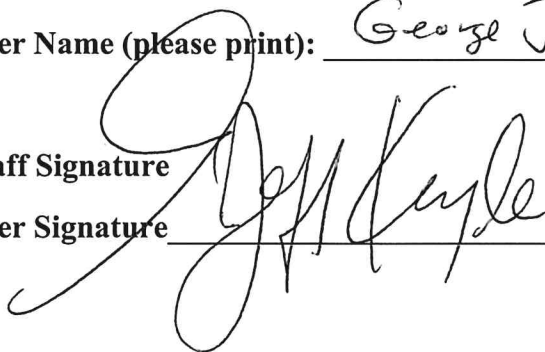
I have read and understand McKnight Crossings Church of Christ's Technology Network/Internet Acceptable Use Policy and will abide by the stated procedures. I am aware that it is impossible for McKnight Crossings Church of Christ to restrict access to all controversial and offensive materials and I will not hold them responsible for materials acquired. I understand that a violation of this policy may result in the loss of computer privileges, suspension, termination or other disciplinary action.

Staff Name

User Name (please print): George Jeffrey Kryder

Staff Signature

User Signature



Date August 2, 2020

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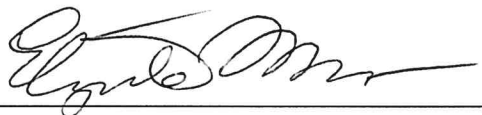
I have read and understand **McKnight Crossings Church of Christ's Technology Network/Internet Acceptable Use Policy** and will abide by the stated procedures. I am aware that it is impossible for McKnight Crossings Church of Christ to restrict access to all controversial and offensive materials and I will not hold them responsible for materials acquired. I understand that a violation of this policy may result in the loss of computer privileges, suspension, termination or other disciplinary action.

Staff Name

User Name (please print): Elizabeth McPherson

Staff Signature

User Signature



Date 7/21/20

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Staff Name

User Name (please print): NATHAN STRICKLAND

Staff Signature

User Signature *Nathan Strickland* Date 10/13/2022

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Staff Name

User Name (please print): Kaylynn Myers

Staff Signature

User Signature 

Date 8/9/2023

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Staff Name

User Name (please print): Stephen Walker

Staff Signature

User Signature Steph Walker Date 10/18/24

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Staff Name

User Name (please print): Jeffrey McElaugh

Staff Signature

User Signature 

Date 4/2/2024