

FAMILY CHRISTIAN CENTER

A FCC Church

Rescue, Restore, and Release – Luke 4:18-19

Wifi, Church Internet, and Church Computer Policy

A. Purpose

Family Christian Center (FCC – aka Toledo 3 Foursquare Church) is committed to preventing the occurrence of inappropriate, unethical, or unlawful behavior by any of the users of its computing systems and telecommunications networks. These responsibilities are not only mandated by FCC's ministry and business interests but by legal and ethical obligations concerning the welfare and privacy of its church members, attenders, ministers (license or non-license), and employees. This Internet Usage Policy and its enforcement is an important and necessary part of the overall usage strategy.

B. Scope

The scope of this policy includes the following information:

- Internet services;
- Resource usage;
- Expectation of privacy;
- FCC Ministry and Corporate image
- Contacts for usage issues and questions
- Periodic reviews

The components outlined in this document focus on issues associated with FCC's host computers and laptops, Windows- and Macintosh-platform personal computers, routers, terminal servers, and other devices that support access to the internet. The scope of this document does not include software application usage or non-internet usage. Specific provisions shall also apply to guest utilizing our Wifi signal for ministry or personal use.

FCC's use policy applies to all employees and voluntary ministry leaders.

C. Consequences of Violations



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Violations of the Internet Acceptable Use Policy will be documented and can lead to revocation of data system privileges, as well as disciplinary action, up to and including termination from employment and/or removal from ministry positions and responsibilities.

Additionally, FCC may, at its discretion, seek legal remedies for damages incurred as a result of any violation by employees while using the data resources of the Church.

FCC may also be required by law to report certain illegal activities to governing state or federal enforcement agencies.

Before access to the internet via FCC data network is approved, the potential user is required to read this Internet Acceptable Use Policy. These risks include:

A. Inappropriate Use of Resources

Access to the internet by staff that is inconsistent with ministry and/or business needs results in the misuse of resources. These activities will almost certainly adversely affect employee productivity due to time spent using or "surfing" the Internet. Additionally, inappropriate use by staff members only adds to the amount of data bandwidth required by FCC's network as a whole. Bandwidth is a limited resource. Just as importantly, our Church may face loss of reputation and possible legal action through other types of misuse.

B. Misleading or False Information

All information found on the internet should be considered suspect until confirmed by another reliable source. There is no quality control process on the internet, and a considerable amount of its information is outdated or inaccurate. Users should carefully evaluate the source of information for credibility and reliability before referring to, reporting on, or incorporating it into FCC publications, websites, blogs, research, or reports.

INTERNET SERVICES

A. User Services



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Internet access is to be used for church or ministry purposes only.

Capabilities for the following standard Internet services will be provided to as needed:

E-mail - Send/receive ministry/ministry related E-mail messages to/from the Internet (with or without document attachments). Personal e-mails are permitted. So long as they observe usage policy.

Navigation - WWW services as necessary for ministry purposes, using a hypertext transfer protocol (HTTP) browser tool.

File Transfer Protocol (FTP) - Send data/files and receive in-bound data/files, as necessary for ministry/business purposes.

Telnet - Standard Internet protocol for terminal emulation. User Strong Authentication required for Internet initiated contacts into the company.

Other - FCC reserves the right to add or delete services as ministry or business needs change or conditions warrant. All other services will be considered unauthorized access to/from the Internet and will not be allowed.

B. Request & Approval Procedures

Request for Internet Access - As part of the Internet access request process, the user is required to read this Internet Usage Policy.

Removal of privileges - Internet access will be discontinued upon termination of employee, completion of contract, end of service of non-employee, or disciplinary action arising from violation of this policy.

USAGE POLICIES

A. Allowed Usage



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Internet usage is granted for the sole purpose of supporting ministry and church activities necessary to carry out job functions. All users must follow the FCC principles regarding resource usage and exercise good judgment in using the internet (see Section 1).

Acceptable use of the Internet for performing job functions might include:

Communication between ministers, church members, community for the purpose of advancing the Gospel; technical support downloading software upgrades and patches; Review of possible vendor web sites for product information; and family coordination and contacts.

Reference regulatory or technical information; and Research

B. Fulltime Ministers and Employees - personal Usage Using FCC computer resources to access the internet for personal purposes, during work hours and without approval, may be considered cause for disciplinary action, up to and including termination. Notwithstanding the foregoing, if someone is on lunch break, he/she may use the internet for personal use, as long as the usage is not Prohibited Usage as defined below.

NOTE: All users of the Internet should be aware that FCC network creates an audit log reflecting web usage, sites visited and length of time at a site. This log is periodically reviewed and has internal controls enabled which alert information technology staff of consistent usage of an unacceptable nature. Users who choose to store or transmit personal information (for example, private keys, credit card numbers, certificates, or to make use of internet "wallets") do so at their own risk. FCC is not responsible for any loss of information, such as information stored in the wallet, or any consequential loss of personal property.

C. Strictly Prohibited Usage



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1. Acquisition, storage, and dissemination of data which is illegal, pornographic, or which negatively depicts race, sex or creed is specifically prohibited.

FCC acceptable internet usage does not include the conduct of a business enterprise, political activity, engaging in any form of intelligence collection from our facilities/computers/network, engaging in fraudulent activities, or knowingly disseminating false or otherwise libelous materials.

2. Other activities that are strictly prohibited include, but are not limited to: Accessing FCC Church information that is not within the scope of one's work, this includes unauthorized reading of church, ministers', or staff's personal information, unauthorized access of personnel file information, and accessing information that is not needed for the proper execution of job functions.

3. Misusing, disclosing without proper authorization, or altering church, minister or personnel information. This includes making unauthorized changes to a personnel file or sharing electronic church, minister, or personnel data with unauthorized personnel.

4. Deliberate pointing or hyper-linking of company Web sites to other Internet or File Transfer Protocol (FTP) sites whose content may be inconsistent with or in violation of the aims or policies of FCC.

5. Any conduct that would constitute or encourage a criminal offense, lead to civil liability, or otherwise violate any regulations, local, state, national or international law including without limitations US export control laws and regulations.

6. Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, trade secrets, or patent rights of any person or organization.

Assume that all materials on the internet are copyright and/or patented unless specific notices state otherwise.



FAMILY CHRISTIAN CENTER

A FCC Church

Rescue, Restore, and Release – Luke 4:18-19

7. Transmission of any proprietary, confidential, or otherwise sensitive information without the proper authorizations and controls.

Creating, posting, transmitting, or voluntarily receiving any unlawful, offensive, libelous, threatening, harassing material? Including but not limited to comments based on race, national origin, sex, age, disability, religion, or political beliefs.

Any form of gambling.

8. Unless specifically authorized, the following activities are also strictly prohibited:

Unauthorized downloading of any shareware programs or files for use without authorization in advance from Sr. Pastor or Technology Director.

Any ordering (shopping) of items or services on the Internet

Playing of any games

Forwarding of chain letters

Participation in any online contest or promotion

Acceptance of promotional gifts

Listening or downloading Music, Movies or Videos that are not directly associated with ministry or church activities.

Bandwidth both within FCC's network and in connecting to the Internet is a shared, finite resource. Users must make reasonable efforts to use this resource in ways that do not negatively affect other users including district offices, and field based ministries which depend on access to the FCC network via the internet. If you have any questions about Acceptable Use, contact the information technology manager.



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D. Social Networking Policy

Do not access any social media site for personal use while accessing FCC's wifi, internet link, or computers. The only persons who are permitted to access social media sites are those individuals responsible to update FCC's facebook and other social media sites.

E. Software License

FCC strongly supports strict adherence to software vendors' license agreements. When at work, or when FCC's computing or networking resources are employed, copying of software in a manner not consistent with the vendor's license is strictly forbidden. Questions regarding lawful versus unlawful copying should be referred to the information technology manager for review.

Similarly, reproduction of materials available over the Internet must be done only with the written permission of the author or owner of the document. Unless permission from the copyright owner(s) is first obtained, making copies of material from magazines, journals, newsletters, other publications and online documents is forbidden unless this is both reasonable and customary. This notion of "fair use" is in keeping with international copyright laws.

F. Expectation of Privacy

Monitoring - Users should consider their internet activities as periodically monitored and limit their activities accordingly. Management reserves the right to examine E-mail, personal file directories, web access, and other information stored on company computers, at any time and without notice. This examination ensures compliance with internal policies and assists with the management of FCC Church information systems.

E-mail Confidentiality - Users should be aware that e-mail is not a confidential means of communication. FCC cannot guarantee that electronic



FAMILY CHRISTIAN CENTER

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communications will be private. Users of FCC Wifi and network should be aware that electronic communications can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Users should also be aware that once an E-mail is transmitted it may be altered. Deleting an E-mail from an individual workstation will not eliminate it from the various systems across which it has been transmitted.

G. Maintaining Corporate Image

Representation - When using FCC resources to access and use the Internet, users must realize they represent FCC, whenever ministers (licensed or non-licensed) and/or employees state an affiliation to the Church, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of FCC." Questions may be addressed to Sr. Pastor or Church Technology Director.

Company Materials - Users must not place company material (examples: internal memos, press releases, documentation, etc.) on any mailing list, public news group, or such service. Any posting of materials must be approved by Sr. Pastor.

H. Periodic Reviews

Usage Compliance Reviews: To ensure compliance with this policy, periodic reviews will be conducted. These reviews will include testing the degree to which FCC Church employees and independent contractors comply with the usage policies as outlined in this document.

