



# St. Anna's Episcopal Church

## Computer & Internet Use Agreement

This Agreement provides employees, contract employees, volunteers, and collaborators (hereafter "Staff") with rules and guidelines about the appropriate use of St. Anna's Episcopal Church's (hereafter "the Church") equipment, network and Internet access. All technology provided by the Church, including computer systems, equipment, communications networks, company-related work records and other information stored electronically is the property of the Church. In general, use of the Church's technology systems and electronic communications should be job-related and not for personal convenience. Staff is expected to use the Internet responsibly and productively.

1. Harassment of any kind is prohibited. Staff may not use the Church's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted.
2. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on the Church or be contrary to its legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.
3. Staff will not pass off personal views as representing those of the Church.
4. Staff may not make unauthorized copies of the Church's files or other data.
5. Accessing networks, servers, drives, folders, or files to which Staff has not been granted access or authorization from someone with the right to make such a grant is forbidden.
6. Staff may not destroy, delete, erase, or conceal the Church's files or other data, or otherwise make such files or data unavailable or inaccessible to the Church or other authorized users.
7. Staff will not access confidential information for which they do not have a Need to Know for their job and will use appropriate judgment and caution in communications to ensure that personally identifiable information and confidential information remains confidential.
8. Staff will not open or forward any e-mail attachments (executable files) from unknown sources and/or that may contain viruses or connect to unauthorized networks through the systems or devices (i.e., links sent via email from suspicious or unknown sources).
9. Staff will not misuse or damage the Church's computer equipment.
10. Staff shall not defeat or attempt to defeat security restrictions on systems and applications.
11. The Church reserves the right to monitor/access Internet traffic and data that is composed, sent or received through its online connections. I understand that I have no expectation of privacy when using the Church's information systems. The Church may log, access, review, and otherwise utilize information stored on or passing through its systems, including e-mail, in order to manage systems and enforce security.
12. Staff will not download movies, films, songs, etc.
13. The Church assumes no responsibility for any unauthorized charges made by Staff including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

**I have read, understand and will abide** by this Computer and Internet Use Agreement. I further understand that should I commit any violation of this policy disciplinary action including termination and/or appropriate legal action may be taken.

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PRINTED Name

Signature

Date