

# Acceptable Use Policy

Cokesbury United Methodist Church

## ACCEPTABLE USE POLICY FOR NETWORK AND INTERNET ACCESS

May 11, 2016

### What is an Acceptable Use Policy (AUP)?

This Acceptable Use Policy (AUP) is a written agreement between Cokesbury United Methodist Church (Cokesbury UMC) and its Members and Visitors (users). This AUP describes the terms and conditions for the use of the network and internet. This agreement outlines the rules of acceptable behavior and the consequences for misuse.

### Cokesbury UMC AUP Overview

With the use of electronic networks, including Internet, Cokesbury UMC is expanding technology access for congregation members, visitors, students, and staff. With this access comes the responsibility for appropriate use. Members, visitors, students, and staff, are expected to maintain Christian ethics in making appropriate decisions regarding their technology use provided by Cokesbury UMC. The following principles will be applied:

1. Failure of users to abide by the AUP guidelines may cause the elimination of access at any time as required.
2. In accordance with the AUP guidelines, the Cokesbury UMC Board of Trustees, Administrative Council or Staff Parish Relations Committee (SPRC) (if an employee) will deem what is inappropriate use and the consequences for the misuse.
3. Additionally, if Cokesbury UMC incurs a financial cost due to user misuse or intentional malicious action, the user will bear the sole responsibility for the financial cost incurred. (According to the Book of Discipline)

### Cokesbury UMC Technology Guidelines

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, Cokesbury UMC has the right to monitor all network use to ensure that the network continues to function properly for all of its users.

All Cokesbury UMC existing policies and regulations, including particularly its Safe Sanctuary Policy, apply to the use of technology. Any and all users are expected to comply with the following procedures when using the Cokesbury UMC networks or accessing any resource via the Internet.

1. Users will follow Cokesbury UMC Acceptable Use Policy.
2. Users will not share the Wireless Access Keys with others. Sharing this with others will be cause for both users to lose access to the system.
3. Use of the system for anti-social, non-Christian behavior such as, but not limited to: pornography, harm to minors, hate mail, harassment, discriminatory remarks, threats, and/or stories, jokes, cartoons which are in poor taste and do not support the mission of Cokesbury UMC is strictly prohibited.
4. Use of the system for fraudulent, illegal, immoral, or unethical reasons are strictly prohibited. Examples include, but are not limited to: sending or relaying spam, transmitting viruses, grayware or wares, copyright or trademark infringement including file sharing websites, collecting personal data from others, launching Denial of Service (DOS) attacks.
5. Using the network to make unauthorized entry into other computational, informational, or communications devices or resources.
6. Accessing or attempting to access the files belonging to anyone else on the network without express consent.

7. 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).
8. Use of Internet must be in support of Cokesbury UMC ministry that is consistent with the goals, objectives, and policies of Cokesbury UMC. The use of the Internet is a privilege, not a right, and inappropriate use will result in immediate cancellation of that privilege.
9. Cokesbury UMC has taken reasonable precautions to restrict access to controversial materials; however, no filtering will be able to restrict 100% of controversial materials. It is ultimately the responsibility of the end user to use good judgment and navigate away from any such material.

## Consequences

Interpretation, application, and possible modification of these policies shall be within the sole discretion of Cokesbury UMC administrative bodies. Violation of these policies will be reviewed by the Cokesbury UMC Administrative Council, Board of Trustees or SPRC or other designated body and appropriate action taken if necessary. The Cokesbury UMC Systems Administrator(s) may at any time make determinations that particular uses by a user are or are not consistent with the purposes outline herein. Appropriate action will be taken to stop the misuse and restrict the user from further use of the network. If any law has been broken in the use of this system, Cokesbury UMC reserves the right to collect and forward this evidence to law enforcement agencies.

Automatic notification will be made to the individual and the parent/guardian of any user under age 18 involved in any violation of this Acceptable Use Policy.

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