

Computer and Other Electronics Use Policy

General Guidelines

St. James United Methodist Church (“St. James” or “Church”) provides employees and volunteers access to computers, shared software, world-wide Internet, and other internal and external electronic communication systems such as telephone, voice mail, email, fax for the purpose of serving our members in the most effective manner. Collectively, these computers, software, network server, devices and services are referred to as “St. James Technology”.

The Director of Technical Services oversees St. James Technology to ensure that it is updated, secured, maintained and operating within the guidelines of the United Methodists’ Book of Discipline.

Church Data

Passwords are used to protect church data of confidential nature from unauthorized users. All data located on the server drives are backed up nightly.

Personal Responsibility

By accepting your passwords, setting your preferences, and/or using the devices, you, in effect take on the responsibility to follow these policies. You are expected to use St. James Technology in a manner consistent with the Christian morals upheld by the Church. Also, any usage that violates this policy, is illegal, or harms a person or their property is prohibited. Misuse of St. James Technology should be reported to the Director of Technical Services.

Ownership and Privacy

St. James Technology is provided as a tool for serving the members of the Church. All information generated, sent, received or stored through St. James Technology is the property of the Church. There should be no expectation of total privacy regarding such information. The Church, under the direction of the Sr. Pastor or the Board of Trustees, may monitor, access, read, copy, store or retrieve any data or information contained therein. Also, only church-owned software should be loaded onto St. James Technology.

Usage

Employees and volunteers are expected to be courteous to other users of St. James Technology and always to conduct themselves in a Christian and professional manner. For employees, any misuse previously described in this policy along with any excessive personal use of St. James Technology is grounds for disciplinary action. Volunteers must seek instruction before using St. James technology. Misuse of the equipment could result in inaccessibility.

St. James Administrative staff will utilize the appropriate safeguards to ensure that Church data is accessible only to authorized users.

E-Mail Management

E-mail data that no longer has a business purpose should be eliminated from the church’s electronic data storage system. E-mail should not serve as a repository for business records. If

the content of an e-mail qualifies as a retainable business record, it should be reproduced in a manner consistent with standard record-keeping methods