



248 East Derry Road, Hershey, PA 17033 • 717-533-9667 • [derrypres.org](http://derrypres.org)  
*Derry Presbyterian Church warmly welcomes you to worship and grow with us in faith*

## **INTERNET AND ELECTRONIC COMMUNICATIONS POLICY**

### **1. OVERVIEW:**

Internet connectivity and electronic media present Derry Presbyterian Church with new risks that must be addressed to safeguard its information assets and communications services that it provides to staff, church members, their families, and guests. As a people of faith, we value:

- To be a welcoming community of faith.
- Our established goodwill to the community and world.
- Human dignity and respect for all people.

Toward this end, we wish to promote these principles along with the love of Jesus Christ in all our actions. This includes the use of the Internet and social media services that are hosted at Derry Church. This Internet and Electronic Communication Policy provides staff, volunteers, guests, and members with rules and guidelines about the appropriate use of the church's computer network, electronic media, and Internet service. Having this policy in place helps to protect the church and its staff, volunteers, and members.

### **2. POLICY:**

This policy applies to all staff, volunteers, members, and guests of Derry Presbyterian Church and its affiliated entities. Use of the Internet and electronic media, including social media, is encouraged where such use supports the goals, objectives, and mission of the church. As such, its use must always be conducted in a professional and ethical manner, done in good taste, and reflective of the established values expressed by Derry Church. Access to and use of the Internet and electronic media while at Derry is a privilege and all users must adhere to this policy. The policy is inclusive of, but not limited to, individual Internet use, electronic mail, electronic social media, live or cached audio/video streaming, and any published electronic content. In addition, all laws of the Commonwealth of

Pennsylvania and existing policies of Derry Presbyterian Church apply to a user's conduct while on our services, especially those that deal with intellectual property, protection, privacy, misuse of resources, sexual harassment, information and data security, and confidentiality.

Understandings of the Derry Church private network:

- The church's private network is built to help conduct the spiritual and corporate business of the church. It provides for technologies to support and enhance worship, Christian education, discipleship, stewardship, and mission. The private network is engineered for and dedicated to staff only. The private LAN network is within the confines of locked office space; the private Wi-Fi network is encrypted and restricted.
- Church staff is expected to use the Internet responsibly and productively. Any personal Internet use during work hours must be limited and incidental.
- Church related activities include research and educational tasks that may be found via the Internet and aid in the staff's role in planning and leading church activities.
- All Internet data that is composed, sent and or received by church computer systems is considered to belong to Derry Presbyterian Church. It is therefore subject to disclosure for legal reasons except to preserve clergy/minister confidentiality as required by law.
- The equipment, services and technology used to access the Internet are property of Derry Church. The church reserves the right to monitor network traffic and access data that is composed, sent or received through any of its systems and online connections. Users understand that their activity is periodically monitored and that any communication is not necessarily private.
- Email sent via the church email system must not contain verbiage or content that is deemed to be offensive or disparages the image of Derry Church.
- Internet sites, uploaded/downloaded content, and email may be monitored or blocked by the church if they are deemed to be harmful and/or not aligned with the goals, objectives, and mission of the church.

Understandings of the Derry Church public network:

- The church's public network is built as a convenience for its volunteers, guests and members; no guarantee of security, privacy, connectability, performance or quality is implied. The public Wi-Fi network is not encrypted.
- Church volunteers, guests and members are expected to use the Internet responsibly and productively. Personal use is permitted; however such use will be held to the spirit of the overall policy. Inappropriate use is subject to actions taken by the governance provision stated within this policy.
- Internet sites and services may be monitored and or blocked; client connections may be dropped unannounced.

- Derry Church voluntarily takes added precautions to protect minors of inappropriate matter on the Internet by complying with the [FCC Children's Internet Protection Act](#). Although great care is taken, no guarantee can be made that all inappropriate content is filtered. Parents and legal guardians remain responsible to monitor the Internet usage of their children while at Derry Church to ensure their use is of a safe and constructive nature.

Unacceptable Use of the Internet and Electronic Communications by Staff, Volunteers, Guests and Members includes, but is not limited to:

- Sending or posting discriminatory, harassing or threatening messages or images on the Internet or via church email service, social media, church publications and / or presentations.
- Using church computers or networks to store or copy inappropriate content, perpetrate any form of fraud, and or piracy (software, film, music, etc.).
- Stealing, using or disclosing someone else's password without authorization.
- Downloading, copying of pirated software and electronic files that are copyrighted or used without authorization.
- Sharing confidential material or other proprietary information outside the organization.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the church, its mission, colleagues and or members.
- Introducing malicious software onto the church network and/or jeopardizing the security of the church electronic communications systems.
- Sending or posting chain letters, solicitations or advertisements not related to the church, its missions or activities.
- Violating United States or Commonwealth of Pennsylvania copyright or trademark laws.

If a member of staff, a volunteer, a guest or anyone is unsure about what constitutes acceptable Internet usage then he or she should ask the Head of Staff or their designee for further guidance and clarification.

### **3. GOVERNANCE:**

In the event of sensitive accusations, you are advised to seek counsel of Head of Staff who is responsible for determining the viability of accusations and the manner in which an investigation of the accusations will be handled. The Head of Staff will follow D-10.0200 of the Presbyterian Church USA Book of Order that describes the manner in which these matters need to be handled. If sensitive

accusations are directed towards the Head of Staff, you are advised to seek counsel of the Clerk of Session.

It is at the discretion of the Head of Staff who is required to receive and acknowledge receipt of this policy by signature. The Head of Staff may require this policy to be revised and reaffirmed by signature on request. Original signed consent documents will be held in confidence by the Head of Staff or their designee. The absence of a signed consent does not release a user from his / her obligations toward this policy. The Head of Staff will ensure that this policy is available for review by any and all users.

All terms and conditions as stated in this document are applicable to all users of Derry Presbyterian Church Internet and electronic communications services. All terms and conditions as stated in this document reflect an agreement among all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary action(s) deemed appropriate by Derry Presbyterian Church. Disciplinary action can include termination of employment. Additionally, the church may at its discretion seek legal remedies for damages incurred as a result of any violation. The church may also be required by law to report certain illegal activities to the proper enforcement agencies.

#### **4. USER COMPLIANCE AND ACKNOWLEDGEMENT:**

I understand and will abide by the Internet and Electronic Communications Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked and disciplinary action(s) and/or appropriate legal action(s) may be taken. For staff, this action may include termination of employment with Derry Church.