

**CALARY BAPTIST CHURCH &
CALVARY CHRISTIAN SCHOOL
TECHNOLOGY HANDBOOK**

THE NETWORK:

The Calvary Baptist Church's (CBC) computer network connects users to electronic information, communication tools and the World Wide Web. Calvary Christian School (CCS) utilizes the CBC network and this use is governed by this policy. The network utilizes a complex association of both hardware and software throughout the church facilities. All communication equipment, computers, wiring, electronic devices, servers, phones, wireless devices, routers, gateways, projectors, modems, network switches, hubs and any other devices utilized in the distribution and/or storage of electronic data are included in this network and regulated by this policy. The integrity and stability of this network and the services it provides rely on the proper conduct of its users and strict adherence to acceptable use guidelines established in this policy. The CBC Information Technology Systems (ITS) Committee supervises the network and its use. The CBC ITS committee members will designate System Administrators for the network.

Technology plays a vital role in assuring access to a variety of resources. The CBC network provides access to resources to help conduct the administrative, operational and instructional business of the church and school.

The Internet is a resource accessible via the network. As a research resource, the Internet is similar to books, magazines, audio recordings, videos, CD-ROMs, laser discs and other information media that can be used to meet operational and educational needs. The Internet can be used to conduct research and communicate with other organizations and individuals.

The Internet, unfortunately, also provides access to material that is contradictory to the objectives, values and beliefs of CBC and CCS. However, it has been deemed that the value of the Internet as a research and communication tool outweighs the negative aspects of Internet access.

The smooth operation of the network relies upon the proper conduct of all users who must adhere to strict guidelines. The guidelines, which call for efficient, ethical and legal utilization of the network resources, are provided here so that users are aware of the responsibilities they assume. In addition, guidelines from other service providers must also be followed. Violations of any of these provisions may result in access being suspended and/or future access being denied. Violations may be referred to the appropriate CBC committee or CCS staff.

Electronic mail (e-mail) may be provided to conduct the business of the church or school. Occasional and reasonable personal use is permitted, providing that this does not adversely affect the performance of an individual's job assignment or the performance of the electronic mail system.

Network System Administrators may utilize any services deemed appropriate to monitor and protect the network, including the following: identification, authentication, authoring and access control, accountability, administration and auditing.

ONLINE RESPONSIBILITIES:

Acceptable Use: The reason for providing network/Internet access is to support the goals and objectives of CBC and CCS. Use of the network for purposes contradictory to these goals and objectives is prohibited. Transmission of any material in violation of any federal or state regulations or

material contrary to CBC and CCS policies, values and beliefs is prohibited. This includes, but is not limited to copyrighted, threatening or obscene material.

Privileges: The use of the network and Internet is a privilege, not a right. All user accounts are property of CBC. Use of the CBC network implies consent for monitoring of all data and information transferred over the network and/or stored on any device connected to or associated with the network. This includes personally owned devices connected to the network. System Administrators may deny access at any time that it is deemed necessary. Infractions may be referred to the appropriate CBC committee or CCS staff for action. All devices to be connected to the network must be approved by the CBC ITS Committee. Obtaining this approval prior to acquisition of new devices is prudent. Non-CBC owned devices, including laptop computers, shall not be connected to the network without System Administrator approval. Decisions of the ITS Committee may be appealed to the Deacon Board of CBC by ministerial staff or members of CBC only. The School Board or School Administrator, with permission of the School Board, must present all appeals, related to CCS use, to the Deacon Board.

Network Etiquette: Each user is expected to use the resources in a manner that is consistent with the purposes, objectives, values and beliefs of CBC and CCS. Appropriate use will vary based on an individual's role in the organization. CCS administration may deem additional "limitations of use" appropriate for school staff and/or students. The following are specifically not permitted:

- 1) Accessing, producing, posting, sending or displaying any material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually suggestive language or images, including images of exposed private body parts and any material contrary to the purposes, objectives, values and beliefs of CBC.
- 2) Harassing, insulting or attacking others.
- 3) Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals or networks, including vandalism and the creation, upgrading or disseminating of computer viruses.
- 4) Violating copyright laws. All communications and information accessible via the network are private property unless otherwise stated.
- 5) Using another person's ID or password.
- 6) Illegally using, destroying or manipulating data in folders or work files.
- 7) Intentionally wasting limited resources. This includes distributing mass e-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups, sending large graphic files unrelated to the operation CBC and its ministries and storing files on file servers without proper authorization.
- 8) Employing the network for any purposes not authorized by CBC.
- 9) Revealing or disseminating personal or family identification information (i.e. name, address or phone number) with exception of the internal use of this information by CBC staff and members to conduct the business of the church.
- 10) Attempting to gain unauthorized access to the CBC network or data files.
- 11) Engaging in any illegal activities or accessing material advocating illegal acts or violence (i.e. pornography, hate literature).
- 12) Posting information that could be disruptive, cause damage or endanger any person.
- 13) Posting false information about a person or organization.
- 14) Unauthorized downloading of files.
- 15) Accessing chat rooms unless approved by the System Administrator for a valid CBC or CCS purpose.

Security: Security on a computer network is critical to provide reliable service and safeguard data and information. Proper procedures for logging on and off the network must be followed. If a security problem is identified, the user must notify a System Administrator or staff member; the problem may not be demonstrated to other users. Unauthorized use of accounts is strictly prohibited. Attempts to log on to the network as a Computer System Administrator will result in immediate cancellation of user privileges. Users who have a history of problems with other computer systems or who have been identified as a security risk for any other reason may be denied access to the network. Any unauthorized access, including hacking, is prohibited. Devices, including laptop computers, designated for *CBC* or *CCS staff use only* must not be used by students to access the Internet.

INTERNET SAFETY:

CBC utilizes a technology protection measure that monitors and filters Internet access. The filtering service utilizes a customizable database that denies access to sites that are identified as obscene, pornographic, inappropriate or contrary to the purposes and beliefs of CBC and CCS. As with all technologies of this type, 100% effectiveness cannot be guaranteed. Therefore, CBC and CCS cannot guarantee that all inappropriate material will be filtered. Intentional access or attempted access to inappropriate material by any means, whether blocked by the filter or not, is prohibited.

Students will not be allowed access to email, chat rooms, Internet and other forms of electronic communication except as related to school assignments and only under direct supervision by authorized CCS Staff. Parents/Guardians may request permission for their child to utilize the network at times when CCS staff is not available to supervise the student directly if the parent/guardian agrees to directly supervise their child's activities and fully comply with this policy. This request must be made to the School Administrator and approved in writing. This use must not interfere with normal activities of the church or school. Parents/Guardians may not supervise other student's use of the network. Activities must be related to the educational program.

The Internet offers a myriad of methods to express oneself. "Peer to Peer" (P2P) social blogs such as MySpace, Facebook, *Xanga*, etc. are just a few examples of these methods. These sites allow anyone to setup web pages, interact with others, post information or stay in touch with friends. The ITS Committee would like to emphasize the need to be cautious with the information posted on these sites. For safety and security, personal information should never be posted on these sites without a complete understanding of the dangers. CBC/CCS staff and students will be held accountable for any information they post anywhere on the Internet which violate the policies of CBC and CCS. Any CCS staff or student wishing to post information about CBC or CCS and the staff and students, on the Internet, must obtain CCS Administrator approval.

CCS staff and students are specifically prohibited from releasing any information, via the network, about any student(s), including oneself, for any reason unless specifically approved by the School Administrator. In the case of personal or family identification information, prior permission of the student's parents/guardians must also be obtained.

WARRANTY:

CBC makes no warranties of any kind, whether expressed or implied, for the service it is providing. CBC will not be responsible for any damage suffered. Damages include, but are not limited to, loss of

data resulting from delays, non-deliveries, miss-deliveries, service interruptions or personal errors/omissions. Use of any information obtained via the network or Internet is at the user's risk. CBC specifically denies any responsibility for the accuracy, quality or appropriateness of information obtained through Internet access.

SANCTIONS:

Violations of any of the above provisions may result in access being suspended and/or future access being denied.

Inappropriate use of network resources by CCS staff and students will be referred to the CCS Administrator and Board.

Inappropriate use of network resources by CBC staff will be referred to the Personnel Committee and Senior Pastor.

Inappropriate use of network resources by CBC ministerial staff and members will be referred to the Deacon Board.

When deemed necessary, by the Deacon Board, to protect CBC, CCS, the faculty, students or members, violations may be referred to law enforcement agencies.
