



## **CIC Acceptable Usage Policy**

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

An Acceptable Use Policy is a written agreement between Churches in Covenant (CIC) and adult and youth volunteers that describes the terms and conditions for the use of technology available to all persons during, but not limited to CIC sponsored activities and initiatives including Covenant Church and/or Mundo de Fe online church services. This agreement outlines the rules of acceptable behavior during online/offline Internet sessions and the consequences for misuse.

### **CIC Technology**

With the use of electronic networks, including Internet and Intranet, CIC is expanding technology access for congregation members, parents, youth (over 15), staff, and community users (collectively 'All'). With this access comes the responsibility for appropriate use. All are expected to maintain Christian ethics in making appropriate decisions regarding their technology use provided by CIC. In general that requires efficient, ethical, and legal utilization of the network/non-network resources. Thus, the following principles will be applied:

### **CIC Acceptable Use Requirements**

- ⌘ Hate mail, harassment, discriminatory remarks, threatening, and other antisocial, non-Christian behaviors are prohibited.
- ⌘ Users must not use the network to make unauthorized entry into other computational, informational, or communications devices or resources.
- ⌘ Users must not attempt to access any data, documents, email correspondence, and programs contained on CIC database systems for which they do not have authorization.
- ⌘ Users must not share their account(s), passwords, or similar information or devices used for identification and authorization purposes.
- ⌘ Users must not purposely engage in activity that may harass, threaten or abuse others or intentionally access, create, store or transmit material which CIC may deem to be offensive, indecent or obscene, or that is illegal according to local, state or federal law.
- ⌘ Information Resources must not be used for personal benefit, political activity, unsolicited advertising, unauthorized fund raising, or for the solicitation of performance of any activity that is prohibited by any local, state or federal law or for personal gain.
- ⌘ Users must not allow family members or other non-authorized persons to access non public accessible CIC computer systems or databases.
- ⌘ Users must not make unauthorized copies of copyrighted or CIC owned software.
- ⌘ Weaknesses in computer security include unexpected system behavior, which may result in unintentional disclosure of information or exposure to security threats must be reported to Ministry oversight immediately.

### **CIC Network Users**

The 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, CIC has the right to monitor all network use to ensure that the network continues to function properly for all of its users. All CIC existing policies and regulations apply to the use of technology. All are expected to comply with the following procedures when using the CIC networks or accessing any resource via the Internet.

**Users will follow CIC Acceptable Use Policy as listed below:**

Management is responsible for the periodic auditing and reporting of compliance with this policy

**1. I understand that by signing my name into the name field below, I am implying that I have thoroughly read and understand the CIC Acceptable Usage Policy as outlined above, and that I will adhere to all of the above.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**2. In addition, please provide the following:**

Your Daytime Phone Number

Your Email Address:

Campus Ministry Department:

Pastoral or Leadership Oversight for Approval