



St. Mark's Episcopal Church

EPISCOPAL-ANGLICAN

ST. MARK'S EPISCOPAL CHURCH-FAIRLAND

TECHNOLOGY USE POLICIES AND PROCEDURES

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A. About these Policies and Procedures

These policies and procedures provide guidelines for the acceptable use of St. Mark's Episcopal Church's Internet, voice mail, electronic mail, word processing, and other electronic communication applications, which are referred to collectively as "electronic information systems."

Employees and volunteers are responsible for reading and abiding by the policies and procedures set forth below.

B. Legal Considerations

1. Ownership and Control

All portable equipment provided by St. Mark's remains the property of St. Mark's and is provided to employees and to authorized church volunteers (hereafter "volunteers") as necessary, for the express purpose of conducting the business of St. Mark's.

All users have the responsibility to use electronic information systems in a professional, ethical and lawful manner. Users are given access to electronic information systems to assist them in the performance of their jobs or duties as a volunteer.

The systems belong to St. Mark's Episcopal Church and are intended for use for authorized business purposes only. The use of all electronic information systems is a privilege, not a right, and St. Mark's Episcopal Church reserves the right to terminate any user's access to electronic information systems and to take other appropriate disciplinary action, up to and including termination of employment or revocation of a volunteer's participation in ministries, in the event the use of those systems is not in accordance with this policy or other policies of St. Mark's Episcopal Church.

2. Safeguarding Equipment

St. Mark's' employees and volunteers are responsible for safeguarding portable equipment when it is on church premises and whenever it is removed from the church's premises. Any theft, loss, or damage to church-owned equipment must immediately be reported to the Wardens. Employees and volunteers are expected to cooperate fully with any applicable reporting to law enforcement and insurance claim processes.

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3. Privacy Limitations

St. Mark's Episcopal Church considers all electronic information systems and communication stored or transmitted with the use of its computer network and software to be the property of St. Mark's Episcopal Church and reserves the right to access, review, disclose, disseminate, archive, and delete any and all such electronic information and communication.

Users do not have a right of privacy or confidentiality relating to electronic communications. Users waive any right to privacy in anything they create, store, send, or receive.

Although St. Mark's Episcopal Church has the right, but not the duty, to inspect, monitor, or disclose all electronic communication, it does not routinely inspect, monitor, or disclose the contents of electronic communication. However, the church will inspect, monitor, or disclose electronic information and communication when necessary to ensure the proper functioning of St. Mark's Episcopal Church's electronic information systems, to ensure user compliance with this policy, or for any other reason deemed to be in St. Mark's Episcopal Church's best interests.

Use of St. Mark's Episcopal Church's electronic information systems constitutes consent to inspection, monitoring, and/or disclosure of information created, stored, sent, or received by the user.

4. Compliance with Applicable Laws and Licenses

Copying software, using shareware without proper registration, copying graphics for use as screen savers or wallpaper, and forwarding or copying e-mail messages all may constitute copyright infringement. Users must comply with all software licenses, copyrights, and state and federal laws governing intellectual property and online activity.

No employee, volunteer, or other person may use computer files or install software on any equipment owned by St. Mark's without prior authorization.

No employee, volunteer, or other person may add unauthorized or pirated software or files to any device or machine owned by St. Mark's.

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C. Security

1. Account Usernames and Passwords

Account usernames and password information used in conducting St. Mark's business shall be shared with the wardens via onsite access in the church office. This includes online vendor accounts such as Comcast and access to internal resources such as a Realm account that allows access to more than the user's personal data. The information will be kept behind lock and key with limited access. This information must be updated when changes are made to passwords or usernames.

Account usernames and passwords must never be shared via email or any other electronic method. If they are shared they must be changed immediately and all transmission of this information must be removed from the electronic accounts of the sender and receiver as soon as possible. In addition, this information must be completely removed from any trash folder where it might be stored.

Account usernames and passwords should be changed after they are no longer needed by an employee or volunteer.

2. Virus Protection

Users must abide by any security guidelines established by St. Mark's Episcopal Church in the use of email and Internet access and should guard against computer viruses and security breaches. Employees and volunteers who use the Internet may not transfer or install any software or files from the Internet to any St. Mark's Episcopal Church computers (i.e., no downloading of software, programs, games, etc.) except in consultation with appropriate technical staff.

Deactivating installed virus or malware-protection software, or reconfiguring security settings, is strictly prohibited.

3. Prohibited Uses

Because electronic information is global in nature, users may encounter material that is inappropriate, offensive, and, in instances, illegal. St. Mark's Episcopal Church cannot control the availability of this information or restrict access to it, but users should be aware that they are responsible for the material they review. Storing, sending, receiving, displaying, printing, or otherwise disseminating electronic communication is strictly prohibited if the communication exhibits any one of the following criteria:

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- a. Fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, racist, sexist, defamatory or derogatory. Users encountering such material should report abuses to the Wardens or the Rector or priest-in-charge.
- b. Contains attachments that have not been subjected to virus checking.
- c. Non-business.
- d. Negatively affects network performance.
- e. Contains copyrighted material (images or text) without the permission of the owner.
- f. Commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses, worms, and/or self-replicating code), political material, or any other unauthorized material for personal use.

D. Confidentiality and Everyday Use

1. Personally Identifiable Information (PII)

From the Investopedia website (<https://www.investopedia.com/terms/p/personally-identifiable-information-pii.asp>), "Personally identifiable information (PII) can be sensitive or non-sensitive." The following are examples of sensitive PII:

- Full name
- Social Security Number
- Driver's license number/id
- Mailing address
- Credit card information
- Passport information
- Financial information
- Medical records

Personally identifiable information (PII) is information that, when used alone or with other relevant data, can identify an individual.

Non-sensitive or indirect PII is easily accessible from public sources like phonebooks, the Internet, and corporate directories. Examples of non-sensitive or indirect PII include:

- Zip code
- Race
- Gender
- Date of birth
- Place of birth
- Religion

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Non-sensitive personally identifiable information is easily accessible from public sources.

Based on those definitions, mailing lists, parish directories and other computer files such as those containing data from Realm that are provided by St. Mark's are to be used for St. Mark's purposes only.

In addition, St. Mark's business and financial information, tenants' information, and congregational giving information, again, such as data from Realm, is confidential and may not be disclosed to any party without the express prior consent of the Wardens of the parish.

In short, PII should not be shared via electronic media or made accessible to anyone who does not need to know this information

2. Communicating Information

Employees and volunteers of St. Mark's may use the internet to complete job or task duties, to access websites and information related to church business, to make online purchases on behalf of St. Mark's, and to access and update church social media accounts. Employees and volunteers are expected to exercise sound judgment and remain productive when using the internet on church premises and whenever using church equipment.

Users should exercise the same care in drafting email, communicating in chat groups and posting items to newsgroups as for any other more formal written communication. Electronic communications tend to be less formal, but can, and likely will, be reviewed and/or used by others.

3. Personal Use

The use of St. Mark's computers or portable equipment for personal reasons should be limited and must not interfere with the performance of duties. Examples of limited personal use include checking email or banking information or listening to music while working. Downloading or uploading movies, music, or other copyrighted material is prohibited, except where doing so is germane to the mission or ministries of St. Mark's. Using church-owned computers or cell phones for gaming is prohibited. Employees or others using St. Mark's' computers may not visit potentially dangerous websites that might compromise the safety of St. Mark's' network and computers or perform unauthorized or illegal actions like hacking or fraud.

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