

Alliance Covenant Church (ACC) Technology Usage Policy

This Technology Usage Policy applies to all users of ACC owned computers, the ACC network & internet accessed over the ACC network. Access to the ACC network/Internet is a privilege and all users must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in loss of access rights or legal action. Users may also be held personally liable for damages caused by any violations of this policy. All users are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

1. Users are expected to use the Internet responsibly. Internet access is to be primarily used for business purposes during business hours
2. The equipment, services and technology used to access the Internet are the property of ACC and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections
3. Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images
4. All sites and downloads may be monitored and/or blocked by ACC if they are deemed to be harmful

Unacceptable use of the Internet by users includes, but is not limited to:

1. Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material
2. Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via ACC's email service
3. Using computers to perpetrate any form of fraud, and/or software, film or music piracy
4. Stealing, using, or disclosing someone else's password without authorization
5. Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
6. Sharing confidential material or proprietary information outside of the organization
7. Hacking into unauthorized websites
8. Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
9. Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems
10. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
11. Passing off personal views as representing those of the organization

If a user is unsure about what constituted acceptable Internet usage, then he/she should ask the Trustee Chairman.

All terms and conditions as stated in this document are applicable to all users of ACC's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above.

I understand and will abide by this Technology Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

User signature

Date