



**TRINITY EPISCOPAL CHURCH  
TRUMBULL, CONNECTICUT**

# **ELECTRONIC COMMUNICATIONS POLICY**

**Overview:**

Internet connectivity and electronic media present Trinity Episcopal 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 faith community, we value: being welcoming, establishing goodwill with the community and the world, human dignity, and respect for all people.

This 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.

This policy applies to all staff, volunteers, members, and guests of Trinity Episcopal 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 Trinity. Access to and use of the Internet and electronic media while at Trinity 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 State of Connecticut and policies of the Episcopal Church in Connecticut as well as the policies of Trinity Episcopal 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.

**Policy:**

Trinity Episcopal Church provides resources such as electronic mail, voice mail, and Internet access to staff and church members in order to facilitate the work that they do. Users of these resources are required to apply these resources appropriately in accordance with all Parish policies and procedures.

Any violation of these guidelines or related procedures may result in disciplinary action up to and including termination of employment.

Any and all data, information, and messages transmitted using these systems are the sole property of the Parish of Trinity Episcopal Church. The Parish reserves the right to monitor, electronically or otherwise, or access the use of its computers, software, network, and telephone at its absolute and sole discretion.

**Procedures:**

All electronic communications are for business use. Occasionally, personal use is allowed as long as it does not interfere with office productivity and does not consume more than a small amount of time. However, some types of use are completely prohibited:

- The creation and/or distribution of jokes, spam, or chain letters.

- Any form of solicitation, gambling, or use of hardware, software, or network for commercial ventures, advancement of individual views, or work related to organizations not relevant to the user's job.
- Any illegal activity or activity that violates Parish or ECCT policy.
- Display or transmission of messages or pictures on any Parish-owned computer that reasonably may be deemed threatening, offensive, harassing, discriminatory, or which are sexually oriented.
- Visit Internet sites that contain illegal, obscene, pornographic, or hateful content which is objectionable and inappropriate for the workplace.
- Parishioners may not use, or request personal information, or send invitations on the Parish email list or facebook page.

Users of these resources are expected to be mindful of and comply with all copyright laws. Making illegal copies of Parish-owned software is specifically prohibited. Furthermore, no software may be downloaded onto a Parish-owned computer unless it is part of the standard software suite, updates to that suite, or is specifically approved software necessary to support the user's assigned tasks. Requests for additional software should be made using appropriate procedures.

All messages created, sent, or retrieved over the Internet are the property of the Parish of Trinity Episcopal Church and should be considered public information. The Parish reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. The deletion of a message does not guarantee the message will not be able to be retrieved.

All users are expected to use common sense and sound judgement when utilizing electronic communications. In addition, all users are expressly prohibited from sending or soliciting receipt of any messages or materials containing obscene, profane, lewd, derogatory, or otherwise potentially offensive language or images. The use of material containing racial, sexual, or similar comments or jokes is forbidden. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Users should respect the rights and sensitivities of recipients and potential recipients or viewers and ensure that all electronic communications reflect the professional image that the Parish wishes to present.

All users should remember every message sent using Parish e-mail, in essence, goes out on Trinity's electronic letterhead. Users will refrain from unauthorized representation of the Parish, especially when identified as a member or employee of Trinity Episcopal Church on newsgroups, chats, or listservers. Users are expected to identify themselves honestly and completely when participating in such groups or when setting up accounts on outside computer systems using the organization's Internet facilities.

**User Compliance and Acknowledgement:**

All terms and conditions as stated in this document are applicable to all users of Trinity Episcopal Church Internet and electronic communications services and such users are required to receive and acknowledge receipt of this policy by signing the Trinity Episcopal Church Electronic Communication Policy Agreement. This agreement will be kept on file by the Parish Administrator.

**Trinity Episcopal Church  
Electronic Communication Policy Agreement**

I have read, understand, and will abide by the Trinity Episcopal Church Electronic Communication Policy and Procedures. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access and privileges may be revoked and legal action and/or disciplinary action may be taken, up to and including termination of employment.

User signature: \_\_\_\_\_

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