

Email and Internet Policy

Every Presbytery of Donegal employee is provided access to an electronic mail (E-mail) system and the Internet. The email address(es) which will be used will be decided on an individual bases.

These resources have been provided by the Presbytery for use in conducting Presbytery business. All communications and information transmitted by, received from, or stored in this system are presbytery records and property of the Presbytery of Donegal. These files are subject to the ecclesiastical discovery process.

1. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Presbytery of Donegal's E-mail system or internet. Even if employees use a password to access E-mail system or internet, the confidentiality of any message or file stored in, created, received, or sent from the Presbytery of Donegal E-mail system or Internet is not guaranteed or diminish the right of the presbytery to access information. No privacy right is established by the use of a password on presbytery systems.
2. The E-mail system and Internet may not be used to solicit for religious or political causes outside the interests of the presbytery.
3. The Presbytery of Donegal's policies against sexual or other harassment apply fully to the E-mail system and Internet, and any violation of those policies is grounds for disciplinary action up to and including discharge. No messages should be created or sent if they contain intimidating, hostile, or offensive materials concerning race, color, religion, sex, age, national origin, disability, veteran status or any other classification protected by law.
4. Internet, laptops, computers, and organization provided cellular telephones may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
5. Deletion of any content, including E-mail messages or files, will not truly eliminate the content from the system. All content is stored in a central back-up system in the normal course of data management.

6. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them without prior approval from the Executive Presbyter or Chair of Administration Committee.
7. The following actions are forbidden: using disparaging, abusive, profane, or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon The Presbytery of Donegal or be contrary to The Presbytery of Donegal's values or best interest; and engaging in any illegal activities, including piracy, cracking extortion, blackmail, copyright infringement, and unauthorized access of any computers and organization-provided equipment such as laptops.
8. Users should write E-mail communications or Internet communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on the Presbytery of Donegal letterhead.
9. The Presbytery has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.
10. The Presbytery may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by the Presbytery networks. In the event an employee nonetheless encounters inappropriate or sexually explicit material while browsing on the Internet in the conduct of presbytery business, the employee should immediately disconnect from the site, regardless of whether the site was subject to blocking software.

Any employee who discovers misuse of the E-mail system should immediately contact the Executive Presbyter or Chair of Administration Committee. Violations of the Presbytery of Donegal E-mail policy may result in disciplinary action up to and including discharge.

Use of the Presbytery of Donegal's E-mail system and Internet constitutes consent by the user to all of the terms and conditions of this policy.

Disclaimer of liability for use of E-mail and Internet

The Presbytery of Donegal is not responsible for material viewed or downloaded by users from the E-mail or Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some



contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

On Screen Email Disclaimer

This E-mail and Internet network is a private information system of The Presbytery of Donegal. Individuals using this system expressly consent to monitoring of their activities. Anyone using this system in violation of the Presbytery of Donegal's E-mail and Internet policy may be subject to disciplinary action, up to and including discharge.



E-MAIL AND INTERNET POLICY ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of the Presbytery of Donegal's E-Mail and Internet Policy, as contained in the Employee Handbook. I agree to read it thoroughly, and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from Executive Presbyter.

I understand that my use of the Presbytery of Donegal's E-mail system and Internet constitutes my consent to all the terms and conditions of that policy.

In particular, I understand that (1) the E-mail system and all information transmitted by, received from, or stored in that system are the property of the Presbytery of Donegal, (2) the system is to be used only for Presbytery purposes, and (3) I have no expectation of privacy in connection with the use of the E-mail system or the Internet or with the transmission, receipt, or storage of information in that system.

I agree not to access a file, or retrieve stored communications unless authorized. I acknowledge and consent to the Presbytery of Donegal's monitoring my use of the E-mail system and the Internet at any time at its discretion, including printing and reading all E-mails entering, leaving, or stored in the system.

Date: _____

Signature: _____

Print Name: _____

Social Media Policy

Social media is an integral part of personal, social, professional and business communications and networks. Social media can enhance the relationships and the conduct of the ministry of the Presbytery of Donegal. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist in making responsible decisions about use of social media use the following guidelines. This policy applies to all employees who work for the Presbytery of Donegal.

GUIDELINES

Social media includes all means of communicating or posting information or content of any sort on the Internet, including web logs or blogs, journal or diaries, personal web sites, social networking or affinity web sites, web bulletin boards or chat rooms whether or not associated or affiliated with the Presbytery of Donegal, as well as any other form of electronic communication.

An employee is solely responsible for what he/she posts online. Any conduct contrary to the Presbytery's policies and guiding principles may result in disciplinary action up to and including termination.

1. **Know and follow the rules:** Read the guidelines on Email, Internet Discrimination and Harassment Policies to ensure postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may be subject to disciplinary action up to and including termination.
2. **Be respectful.** Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of The Presbytery of Donegal. Examples of disrespectful conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or presbytery policy.
3. **Be honest and accurate.** Be honest and accurate when posting information or news on behalf of the presbytery; acknowledge and correct any mistakes as soon as they are discovered.
4. **Post only appropriate content.**

- a. Maintain the confidentiality of the Presbytery of Donegal. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
 - b. Employees must identify themselves as presbytery employees when creating a link from personal blogs, websites or other social networking media to the presbytery website.
 - c. Employees should express only personal opinions when posting to any media, and should never represent themselves as spokespersons of the presbytery. If the Presbytery is a subject of a post, it is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of my Employer.”
5. **Using social media at work.** Excessive social media engagement while on work time is to be avoided. Violations will be addressed with the Coaching/Equipping Team. Do not use the Presbytery of Donegal email addresses to register on social networks, blogs or other online tools utilized for personal use.
6. **Retaliation is prohibited.** The presbytery prohibits taking negative action against any staff member for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another staff member for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.