

First Unitarian Church of Des Moines

Operating Policies – Network and Password Security (Church members)

The secure church network is for church-related business and communications. Access to the network is available for authorized church business. Access to the unsecured church wi-fi network is available for members and guests.

This policy is to ensure three goals are met:

- **Confidentiality** – authorizing people to have access only to information that is needed for the required task(s).
- **Integrity** - maintaining the value and the state of information so it is protected from unauthorized modification.
- **Availability** - ensuring that information and information systems are available and operational when they are needed to support the church's processes.

Any software or other material downloaded to church-owned computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the Director of Finance and Administration is required before introducing any software into the church-owned computer system.

Inappropriate use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages.
- accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law.
- transmitting any of the church's confidential or proprietary information, including member/friend data or other materials.
- Engaging in illegal activities.
- Uploading a virus, worm, or other harmful component to vandalize the network.

Access to the church network should be requested through the Director of Finance and Administration. The request should include a description of the reason or purpose for the access and the period of time for which access is requested.

By accepting a user ID and password, you agree to adhere to this policy. User ID and password information must not be shared with any other church member or staff person to protect the integrity of the church network and the confidentiality of data.

Violation of any provisions of this policy will result in termination of access rights.