

POLICY NAME: Use of Church Computers

1. Purpose

1.1. This policy describes the permitted use of the Deer Lake United Church computers.

2. Scope

2.1. This policy applies primarily to the Minister and Church Secretary, but also applies to anyone who has access to the DLUC computers. These computers are currently:

- The Minister's computer, located in the Minister's office.
- The office computer, located at the Church Secretary's desk in the narthex.
- The projection computer, located on the projection equipment cart stored in the Minister's office.

3. Policy Statement**3.1. Access to computers**

3.1.1. Access to DLUC computers shall be limited to regular attendees and staff of DLUC who have a legitimate need to access them. The number of people having access shall be limited to as small a number as possible without negatively impacting the effective use of the computers.

3.1.2. **Minister's Computer:** This computer is intended for the sole use of the DLUC Minister. Only the Minister, the Church Secretary (if the Minister thinks this is necessary) and the Computer Administrator(s) shall have access to this computer.

3.1.3. **Office Computer:** This computer is intended for the sole use of the DLUC Church Secretary. Only the Secretary, the Minister and the Computer Administrator(s) shall have access to this computer.

3.1.4. **Projection Computer:** This computer is intended to be used in conjunction with the projection equipment to project PowerPoint presentations and other audio/visual media. Any person who has been trained to use the projection equipment may use the sanctuary computer.

3.2. Appropriate use of computers

3.2.1. DLUC computers shall be used solely for church business and may be used for no other purpose. The only exception to this is that the projection computer may be used for non-church presentations with prior approval of the Board Executive and provided that a DLUC member is present to operate or supervise operation of the equipment.

3.2.2. The Projection Computer shall only be used in conjunction with the projector on the projection equipment cart. Because this computer is accessible to a relatively large number of people, computer files must not be stored on this computer. If it is deemed necessary to store any computer files on this computer for projection, they must be removed after use.

Warning – Uncontrolled when printed! The current version of this document is kept on the DLUC office PC.

Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: [_____]

Staff position responsible for keeping the policy up to date and error free

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3.3. Computer Security

- 3.3.1. Each computer shall have its own unique password assigned to it. Only the legitimate users of that computer (as outlined above) shall know the password. The password must not be written or stored in such a way or place that it can, without great difficulty, be discovered and used.
- 3.3.2. Up-to-date anti-virus software and virus signatures shall be installed on all DLUC computers. Anti-virus software shall be configured to scan computer files when opened. A full virus scan shall be performed daily.
- 3.3.3. Computers shall be locked (logged off) when left unattended to prevent unauthorized access.

4. Definitions

- 4.1. **Computer Administrator:** A person who has sufficient technical knowledge and experience to install and configure hardware and/or software, and troubleshoot computer and network problems. There should be at least one, preferably two, and not more than three Computer Administrators. One of these may be an external contractor.
- 4.2. **Computer file:** A digital file used to store information. A computer file is created and modified using a computer program (EG: Excel, Outlook, PowerPoint, Windows Media Player, Word).
- 4.3. **DLUC:** Deer Lake United Church

5. Responsibility / Owner

- 5.1. The DLUC Board Executive is responsible for ensuring that this policy is kept up-to-date and adhered to.

6. Legislative Context / External References

- 6.1. none

7. Associated Documents / Internal References

- 7.1. Policy ADM002 Safeguarding of Computer Files.

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