

# **Fellowship Bible Church**

## **Internet, Computer, and Social Media Practices**

Staff and Volunteers of Fellowship Bible Church who are designated to have access to the Internet and church technology are required to use their access in a Christian, legal, and informed way, conforming to network etiquette, customs and courtesies.

Fellowship Bible Church management will determine:

- the extent to which staff/volunteers may use the Internet and/or church computer to accomplish job responsibilities. Any questions about the appropriateness of a particular use of the Internet should be discussed with the supervisor;
- the appropriateness of using the Internet and/or church computers for professional contacts and career development activities during office hours; and
- the training required of staff using the Internet and/or church computers and the work time that may be used to practice acquire skills needed to effectively access and use the Internet and/or church computers.

The Internet is not a secure communication channel and should not be used for sending or receiving confidential or sensitive information.

Use of the Internet and computers is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Misuse of Internet access or computers by a staff person may result in other disciplinary action, including but not limited to, termination of employment. Example of inappropriate conduct include, but are not limited to: use of inappropriate, offensive or abusive language in either public or private messages; unlawful activities; defamation; infringement of copyrights; misrepresentation of oneself or the church; logging on or accessing pornographic, sexually explicit, violent sites or materials accessing gambling sites, and sending messages that might result in congestion or disruption of networks and systems.

Staff should notify a Pastor/Elder if s/he observes or becomes aware of any inappropriate conduct or use of the Internet and/or church computers by church staff or others.

All files and E-mail are property of Fellowship Bible Church. Staff use of church technology is not private. Fellowship Bible Church reserves the right to monitor staff use of the Internet and/or church computers at any time. Staff must abide by security policies, procedures and guidelines, and are to refrain from practices which might jeopardize the church's computers, data, network, systems security or work in general. Staff must guard against computer viruses and security breaches of any kind. Staff who use the Internet may not transfer or install any software or files from the Internet to any church computers or information systems except in consultation with appropriate technical staff (i.e., no downloading of software, programs, games, etc.).

Although church staff is specifically mentioned throughout this policy, the same provisions apply to church volunteers. This policy applies to all Internet/computer use on church premises and use of church property outside of the church premises.

*\*Clarification – in some churches the staff may supply or use their own Internet access provider, software or even computer, or may be using church property off site. It may be important to note that this policy applies even if some, or all, of the computer equipment/Internet access is not supplied by the church on its premises and to use of church property off site.*

### **Social Media Practices**

#### **Introduction for Staff and Volunteers**

Fellowship Bible Church (FBC) generally views creating or contributing to personal websites, blogs, social networks, message boards, virtual worlds, and other kinds of social media positively. We recognize the desire of many of our employees and volunteers to participate in online community and encourage this form of networking and idea exchange.

As an employee or volunteer of FBC, you may be seen by our members, attendees, and outside parties as a representative of our organization. That means that while you may view your online presence as a personal project, many readers will associate you and the views you express with us. In light of that, we ask that you observe the guidelines outlined below.

Please keep in mind that these guidelines will continue to evolve as new social networking technologies emerge. Check back periodically to ensure that you are up-to-date. If you have questions, please contact an Elder.

**Staff Should:**

- Notify the Executive Pastor if you have a personal website or blog or are considering creating one.
- Include a disclaimer, similar to this one, on your blog or social media site:  
  
*"The posts on this site are my own personal opinions. They are not read or approved by Fellowship Bible Church before posting and do not necessarily represent the views and opinions of Fellowship Bible Church."*
- Maintain confidentiality: Ask permission before reporting on conversations or meetings that are meant to be private or for internal use only. Do not disclose any information, pictures, or videos that are confidential or proprietary to FBC. This includes information that will become public, but has not yet been announced or posted.

**For Staff and Volunteers, Use Good Judgment:**

- Remember that what you write is public. You should always assume that it will be read by your boss, your co-workers, church volunteers and attendees, other church leaders, your parents, your children, your spouse, and the attorney for the person who does not like you. Ask yourself if you are comfortable with all of these people reading what you plan to post.
- What you write is your responsibility and you are legally responsible for your comments.
- Write as yourself. Use your real name. If you choose to identify yourself as an employee or volunteer of FBC or to discuss anything related to the organization, be clear about your role.
- Be accurate in what you write and ensure that you have all the facts about your subject. If you make a mistake, admit it and be quick to correct it.
- Be careful that what you write would not impair your ability to work with your staff team, lead your volunteer teams, speak with credibility to other churches, or represent us in the community. Remember that frustrations are best expressed in person. Sarcasm does not usually translate well, so be careful how you use humor.
- Respect your audience. Be thoughtful. Don't refer to volunteers, attendees, or vendors by name without permission. Don't post pictures of others without permission. Don't use ethnic slurs, personal insults, obscenity, or engage in any conversation that would not be acceptable in our workplace or ministry scenarios.
- Choose your topics wisely. There are some ideas that are best discussed in a personal conversation rather than a public forum. These might include political views and the church's stance or policy on certain topics. Don't allow your posts to hinder someone's spiritual growth.
- Remember that what you write, even if retracted, is archived and can be with you longer than you might expect.
- In the event that the Elders deem a particular church related post inappropriate, we would ask for you to submit to the Elders. You may be asked to remove, retract or edit any content.

**For press inquiries:**

Your posts may generate media coverage. If a member of the media contacts you about an FBC-related post or requests FBC information of any kind, contact an Elder for direction on how to respond.

**Advertise wisely:**

Should you choose to advertise on your site, to the extent you have control, ensure that the ads are consistent with our values.