

Ebenezer Bible Fellowship Church

Technology Policy

Data

- Congregants' personal information shall not be shared with those who are not members or regular attendees of Ebenezer Bible Fellowship Church, without direct consent from the congregant. This includes sending files (hard copy or electronic) or emails containing such data to vendors, solicitors, or any other individual outside of the EBFC ministry. Personal information includes, but is not limited to, name, address, phone number(s), email address(es), financial giving information.
- EBFC database (FileMaker Pro/Sheppard lists) and Email should only be accessed over a secured internet connection; users who access this information off site, are required to confirm adequate encryption and should **never be accessed from public/unsecured WiFi (i.e. Starbucks, Panera Bread, etc.) without the use of a VPN program/app**. If you do not know what a VPN is, then you are not using one. See the Technology Team for more information.

Hardware

- The computers, software, and files are the property of EBFC. Unless directed by the Board of Elders or EBFC's Technology Team, individuals shall not modify computer systems or software defaults. No software should be installed or downloaded to any workstation, without prior approval from the Technology Team.
- EBFC has the right to review computer systems at any time and have access to all programs, data files or anything associated with computer operation. Any computers used for EBFC Ministry, whether owned by EBFC or the employee, are not guaranteed for privacy. The computer, and the information stored on it, is open to monitoring and review by the Board of Elders or Technology Team at any time and without notice. Personal files stored on computers owned by EBFC, are the property of EBFC, and may have restrictions on available storage space.
- Pastor computers will be evaluated and replaced every 4 -5 years, or as deemed necessary by the Tech Team. The Pastor computers will be allotted \$1,000 for replacement; if replacement cost exceeds the allotment (i.e. Apple), the Tech Team may attempt to recoup the extra cost by resale of the computer which is being replaced.

Internet

- EBFC provides access to the internet via WiFi, as well as multiple workstations through the building. Users must exercise good judgment at all times and stay within the guidelines expressed in the BFC Faith & Order including the Biblical Principles for Living. The Technology Team monitors the use of its computing and Internet resources, for performance reasons, as well as for compliance of EBFC's policies.
- Under no circumstances are users permitted to use EBFC's computer systems to access, download, or provide input to the following:
 - Gross, indecent, or sexually-oriented materials
 - Gambling sites
 - Illegal drug-oriented sites
 - Any other sites that are not in keeping with the guidelines expressed in the BFC Faith & Order.

Password

- Passwords for all church accounts (email, database, online retailers, etc.) must contain at least eight (8) characters: at least one uppercase letter, at least one number, and a

special character when possible. Passwords also should not match the username for said account; and should not be easily identifiable - i.e. the church's name or address.

Software

- Licensed software is for EBFC computers only, and shall not be copied or installed on any computers, other than those issued or approved by the EBFC Technology Team. See the Tech Team for information concerning currently deployed licensed software.