

WOODCLIFF UNITED CHURCH COMPUTER HARDWARE, SOFTWARE AND CONNECTIONS TO OUTSIDE EQUIPMENT AND SYSTEMS POLICY

This Policy represents the intention of Woodcliff United Church (WUC) with regard to the security and compatibility of hardware and software systems that are used to support WUC activities. This includes, but is not limited to, computers, routers, projectors, soundboard, microphones and any network connected equipment such as photocopiers and mobile devices.

STATEMENT OF PURPOSE AND BELIEF

Our scriptural text is the scribing of the oral tradition of an ancient people, compelled to tell the stories of their faith, sitting around tables indoors or sitting under the stars. They spoke of redemption, renewal and forgiveness. We, too, in our modern context, feel compelled to tell these stories and our own stories, thereby enriching the faith of our community.

The tools we use in sharing our sacred stories embrace a wide array of platforms. Therefore, in whatever capacity we use these modern tools, we are reminded that the stories are sacred, the lives precious and the words powerful. The policy that follows with regard to the use of computer hardware, software and other ways of connecting to each other is based on sacredness and the principle of protection for the storyteller.

POLICY

- Computer hardware and software systems must be functionally compatible with other similar systems used by WUC.
- No software may be downloaded to WUC hardware without express approval of persons who have been authorized by Council. A list of authorized persons must be maintained by the Church Administrative Coordinator (CAC) in the WUC office.
- Audio and video hardware may only be operated by authorized persons who have been trained by WUC or who have demonstrated competency. A list of persons currently authorized to operate the audio and video equipment must be maintained by the Audiovisual (A/V) coordinator and posted in the A/V room.
- External equipment may be connected to WUC's systems only by the CAC, member of the A/V team, or renter that has express written permission as filed with the rental contract.
- The use of any type of unauthorized or unlicensed software is prohibited.
- Access to computers and networks must be restricted by passwords.

- Hardware must not be loaned for usage outside WUC.
- All electronic files not developed within the WUC computer systems must be checked using security software by the CAC or member of the A/V team prior to being loaded or otherwise connected to WUC hardware. Files must not be transferred if any potential problem is detected.
- Presentations must be made available at least 24 hours prior to the start of the event to allow the operator to perform security checks and to check for compatibility with WUC's hardware and software.
- The provider of the presentation, not WUC equipment operators, is responsible for ensuring that copyright requirements are met including, but not limited to, acknowledgement of content creators and licensors.
- The A/V Coordinator, in collaboration with the CAC, must prepare and maintain checklists for A/V equipment operation procedures. Checklists must be reviewed every two (2) years or as needed.
- The CAC must maintain a current manual pertaining to operations of equipment identified in this policy. An electronic copy and a printed copy of the manual will be kept in the church office.
- All software and materials used or rebroadcast by WUC must be properly licensed for WUC use.
- Access to WUC's Wi-Fi must be password protected. Two levels of security access to the Wi-Fi must be maintained with one level for staff and administrative use in order to protect confidential information and a second level for all other authorized users. The CAC will authorize all users.

ADMINISTRATION

This Policy is administered by the Church Administrative Coordinator. WUC Council shall have overriding responsibility for administering all components of the Policy.

Approved by the Congregation at the 2019 Annual Congregational Meeting.

Date: _____

Signatures:

Council Chair

Council Secretary

REFERENCES

Woodcliff United Church Communications Committee (Structure Document)

Woodcliff United Church Copyright Policy

Woodcliff United Church Policy for Creation, Revision, Approval, and Removal of Policies

Woodcliff United Church Property and Facilities Use Policy

Woodcliff United Church Property Committee (Structure Document)

Woodcliff United Church Worship Committee (Structure Document)

Original Approval Date: March 17, 2019	Review Dates:	Next Review Date:
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