



Policy Name COMPUTERS AND THE INTERNET MORAL AND ETHICAL USE POLICY	Policy Number: 1905a
	Effective Date: November 8, 2000
Approved By: Management Committee	Date Revised: September 15, 2009
Classification: Information Systems	Page No: Page 1 of 2

1. Technology will be used in ways consistent with the philosophy and Christian faith of The Salvation Army.
2. Technology may not be used to harm other people.
Examples:
 - (a) Harassing or degrading messages
 - (b) Bearing false witness or spreading rumors
 - (c) Posting anonymous messages or personal communications without the original author's consent.
3. User may not interfere with other's computer work.
Examples:
 - (a) Degrading or disrupting equipment, software, or System performance.
 - (b) Vandalizing the files of others.
 - (c) Changing system settings, using obscene or inappropriate file names.
4. User will store files only as directed and approved by Executive Director.
5. User may not open or look at another person's computer files (invading the privacy of others), unless authorized to do so.
6. Technology may not be used to steal.
Examples:
 - (a) Violation of copyrights or other contracts;
 - (b) Using the work of others and calling it your own.
7. User may not use the resources of others without permission.
8. Technology resources may be used only with Executive Directors permission.
9. Executive Director or designate may review user files at any time.
10. User may not load software or files onto computers without Executive Directors involvement and approval.
11. User may not use technology to send or display offensive messages or pictures at any time.



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12. User is responsible for any financial expenses resulting from improper technology use. This includes payments for staff's time to correct problems due to abuse.

In addition to the inappropriate behaviors listed above, also included are these ground rules for use of the Internet.

1. Permission from Management is required for the following:
 - (a) Giving out personal information such as your address, telephone number
 - (b) Or the name and location of Agapé Hospice
 - (c) Downloading files
 - (d) Filling out advertising order forms.
2. Chat areas are not permitted.
3. When on the Internet and you arrive at a site that is offensive (that is, a site that is not consistent with the philosophy and Christian faith of The Salvation Army), use the "BACK" button to leave the site immediately.

Consequences for violations of the Agapé Hospice Technology Policy may include:

1. Withholding computer privileges
2. Discipline process
3. Dismissal

All Computer Users must sign this form before technology use privileges will be granted.

I agree with the Computers and the Internet Moral and Ethical Use Policy of The Salvation Army Agapé Hospice.

Name: _____

Signature: _____

Date: _____