



First Evangelical Church of San Gabriel Valley

聖迦米羅省基督教會

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Church Network Connection Policy

I. Purpose

This document details the requirements set forth for computer equipment that are connecting to the Church's network, either via wire connections and/or via wireless connections. This policy will form as a guideline for users to follow to ensure a safe and functional computer network system.

II. Background

There are Ethernet jacks installed in most of our Church's offices, as well as library, conference room, library, copier room, and lobby area. In addition to these wire connections, we have wireless router installed in our copier room, to provide wireless connection coverage in the general office vicinity. These Ethernet connections, both wire and wireless, were intentionally installed as communication tools to assist all Church staffs and other Church volunteers while they perform their ministries duties.

These Ethernet connections allow user to access the central printer, the shared internet connections, as well as the files and domain servers.

As more users will be connecting to our network, and the installing of the new wireless router and the domain/files server, it is imperative to draft a common policy for the usage of these tools. This document will detail the set of policies we will be using to govern the usage of this Church resource.

II. Delegation

The policies will be drafted and approved by the FECSGV deacon board. The governing bodies include IT deacon, church administrator, and the appointed IT committee members, if any. The policies will be reviewed regularly for adequacy. Amendments can be made by deacon board, with input from IT deacon and/or Church administrator, if deemed to be necessary.

All users, including all Pastors, Church staffs, and congregations, have to be bound by rules and regulation stated by this policy. No exception.

III. Details of Policy

- Connection to our Church's network, either via wire or wireless connections, is a privilege and not a right. The privilege is granted by either deacon board and/or Church administrator.
- Connections are installed to assist individuals to perform their ministries duties only. No other functions (personal or non-personal) that are not ministries related should be performed on this network connection.
- When using the Internet connection, care should be taken to only visit appropriate sites. If anyone were found visiting non-appropriate web sites on our Church Internet connection, either with Church's or their own computer, their privilege of connecting to our network will be revoked.
- Anyone that intend to connect to Church's network, either wire or wirelessly, will have to register with Church's administrator. This will help to tally an official user list for our Church's network.
- Once the user had registered and permission was granted to connect to the Church's network, it is the user's duty to ensure their computer contained the followings before they can connect to the network:

Computer: Church Network Connection Policy

First Approval by: Deacon Board 05/14/2005

- If computer is using Microsoft Operating System, it should install with the latest updates from Microsoft. That includes all the critical security updates, service pack updates, etc.
 - All computers should have an anti-virus software installed and with the latest virus definition files updated.
 - All computers should be virus free by passing the anti-virus test. All users, before their connection to the Church's network, should perform this test in a regularly basis; to ensure their own computers are free of such virus infections.
- No personal files should be saved in any Church's computers, including the file server.
- Wireless connection required a SSID and a security key. Both keys will be given to wireless user once their requirements (registration, updates, checking for virus, etc) had been met.
- These keys will be changes periodically to provide security and/or control by our Church. This action is similar to our door key policy.
- The wireless connection will be granted to all Pastoral staffs, Church staffs, if they need them. For all others, permission will be granted on an 'as needed' basis. Both IT deacon and/or Church Administrator will determine the needs in each case.
- All violator of this policy will have his/her permission to connection revoked.
- Any future decisions by deacon board will supersede this policy stated in this draft.