

# Electronic Communication

*During work hours, it is the Church's expectation that employees will be engaging in work-related duties. This means that internet use, phone calls, and other tasks completed during work time must be primarily for legitimate work-related assigned duties and all personal internet/phone use during work hours should be kept to a minimum.*

*All materials, information and software created, transmitted, downloaded or stored on the Church's computer system or in the Foothills Drive are the property of the Church and may be accessed only by authorized personnel.*

*For any Church-related software or devices, employees must provide the DFO with any personal passwords and access codes relating to the use of electronic communication during working hours or on Church equipment. Employees should not consider their Foothills' Internet usage, e-mail communications, or voice mail communications to be private. If you post any comments that promote or endorse the Church in any way, the law requires that you disclose that you are employed by the Church.*

*Only authorized staff members may communicate on the Internet, through email or otherwise, on behalf of the Church. Employees may not express opinions or share any information about Church members on any social media without prior authorization.*

*Any software or other material downloaded into Church's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material.*

*All employee computers have virus protection software installed on them. Employees are responsible for ensuring this software is running and updated whenever necessary. All employee files must be regularly backed up on the Drive.*

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