The purpose of this policy is to establish acceptable use of technology resources at the Baptist General Convention of Texas (Texas Baptists) in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

Texas Baptists provides various technology tools and systems to equip and enable the ministries of Texas Baptists and provides a balance between security and usability.

All employees, contractors, consultants, volunteers, occasional and other workers at Texas Baptists, including all personnel affiliated with third parties – hereinafter referred to as Users - must adhere to this policy. This policy applies to information assets and technology tools owned or leased by Texas Baptists, cloud-based systems, and to devices that connect to a Texas Baptists network or reside at a Texas Baptists site.

II. Policy Statement

A. Security

Users are responsible for exercising good judgment regarding appropriate use of Texas Baptists technology resources in accordance with Texas Baptists policies and guidelines. Users must report any suspected security issues, including malware, to the Information Technology (IT) Helpdesk immediately.

Passwords are confidential and are only to be shared with Texas Baptists IT User Support staff when needed for support purposes. Users must not write down their passwords and leave them where others can find them. Users cannot share passwords with other users except as directed by IT.

Users must ensure through legal or technical means that proprietary information remains within the control of Texas Baptists at all times. Conducting Texas Baptists business that results in the storage of proprietary information on personal or non-Texas Baptists controlled environments, including devices maintained by a third party with whom Texas Baptists do not have a contractual agreement, is prohibited.

Users are not to store unapproved sensitive information on Texas Baptists systems, including private health information, credit card or banking information, Tax ID numbers (including SSN), or other information not required by the process and systems.

B. Cloud and Third Party Software

Texas Baptists partners with and relies on partners who provide IT resources – applications, storage, etc. – in the cloud. Texas Baptists IT must review, approve, and track all cloud and third party providers and tools.

Any Texas Baptists cloud or third party software that performs financial transactions, such as receipt of payment, must be reviewed by, approved by, and remain under the oversight of the Controller.

Departments may be charged back for the cost of nonstandard software.

All software installed on Texas Baptists devices must be used in compliance with all applicable licenses, notices, contracts, and agreements.

Texas Baptists policy expressly forbids installation of the following:

i. Privately owned software;

ii. Pirated copies of any software titles;

iii. Any software that is not licensed to Texas Baptists; and

iv. Any software not installed according to the procedures set out in this policy.

Users must store significant business documents and data where possible in an approved location – the Texas Baptist network, Texas Baptists Google Drive, or the Texas Baptist Microsoft Cloud.

Users must not store personal photos, videos, or music on Texas Baptists cloud or network locations. Those personal files stored on devices such as laptops, tablets, or phones will not be transferred by IT when moving to a new device.

C. E-mail

All Texas Baptists users are expected to check email and read Announcements at least daily when working.

All Texas Baptists ministries must use e-mail accounts administered by Texas Baptists IT. This specifically prohibits the use of an email account that is not provided by Texas Baptists, or its customer and partners, for organization business. Exceptions must be explicitly approved by Executive Leadership on a case-by-case basis.

Users must not click on email attachments or links they are not expecting or confident in.

Texas Baptists IT may wipe Texas Baptists data from personal devices that are lost or when employment ends and may require passwords to be changed.

D. Hardware, Phones, and Videoconferencing

Users are responsible for ensuring the protection and proper care of assigned Texas Baptists assets. Users must promptly report any theft or damage of Texas Baptists assets to IT.

All supported hardware must be purchased and installed by IT. Individually-owned keyboards, mice, external USB drives, speakers, headsets, monitors not provided by IT, and microphones that do not require software and/or drivers to be loaded may be used but are not supported by IT.

Texas Baptists hardware is for use by authorized users only and not family, friends, or any other persons. Incidental personal use of Texas Baptists hardware, software, and systems is permitted but must be minimal.

Texas Baptists is not responsible for lost or damaged personally owned devices.

No wireless networks or access points are permitted in Texas Baptists facilities other than those established by IT. If the network is unavailable at a Texas Baptists office, users may use their personal cell phones as an internet hotspot if directed by IT.

When Texas Baptists technology devices are lost or damaged, IT will fund the replacement cost for the first occurrence that it is lost or damaged by a specific employee. If that employee **loses** or damages additional BGCT hardware, then the cost center for the employee must pay for subsequent replacement costs.

Users are expected to check voice and other messages at least once daily when working and more often depending on the manager's instructions.

Laws regulating the use of wireless devices while driving must be adhered to at all times.

Any staff travelling out of the country for BGCT ministry purposes is responsible for adding international calling, data, and text plans to their phones and removing plans after travel is completed. Reimbursement for international plans is subject to manager's approval.

E. Prohibited Use

The following are strictly prohibited:

Texas Baptists information resources may not be used for any unlawful or prohibited purpose.

Prohibited purposes include:

i. Soliciting to include outside business ventures, products for profit, personal gain, and non-Texas Baptists' fundraising.

ii. Requesting donations outside of normal Texas Baptists processes.

iii. Making and/or distributing political statements or endorsements outside of normal Texas Baptists assigned responsibilities.

iv. Making official, legal commitments on behalf of Texas Baptists unless expressly authorized.

v. Viewing, downloading, entering, transmitting, or routing of any foul, obscene, profane, offensive, harassing, or otherwise inappropriate messages or material, including gambling. If a user receives this type of material from another party, the user is required to notify his or her supervisor or Human Resources immediately.

vi. Distributing copies of documents in violation of copyright laws.

vii. Transmitting messages or jokes that violate Texas Baptists harassment policy or create an intimidating or hostile work environment.

viii. Sending spam (unwanted communication not specific to all recipients) via any form of electronic communication.

ix. Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.

Privacy

I. Confidentiality

All requests for lists of Texas Baptists churches or other proprietary information must go through IMT (Information Management Team). Sharing with outside parties must be approved by Executive Leadership in advance.

When travelling, users are expected to keep their devices secure to prevent unauthorized use.

II. Data Ownership and Right to Monitor and Review

Texas Baptists owns all data collected and stored for use in its ministry. When users leave they have no rights to that data. Texas Baptists reserves the right to monitor, obtain, review, and disclose all information on any of its systems at any time.

III. Enforcement

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a volunteer, contractor or vendor may result in the termination of their contract or assignment with Texas Baptists.

05/25/2021