

Guidelines for the Use of Computer/Internet Technology within the Presbytery

The Presbytery of Hamilton is committed to utilizing a variety of digital technologies in an efficient and responsible manner. In order for such a system to function effectively guidelines and expectations need to be clearly identified.

Congregational Internet Access: It is recommended that all congregations within the Presbytery of Hamilton provide Internet access (preferably of a high speed type) as a routine component of the services that they provide for their administrative office.

Official Congregational E-mail Address: Each congregation is asked to identify an e-mail address that is to be their official contact address for all Presbytery communications and, as a standard administrative routine, to monitor it regularly (at least twice weekly). Once designated, it will be the responsibility of the congregation or pastoral charge to advise the Clerk of Presbytery of any subsequent changes in that address.

Official E-mail address for Members of Presbytery: Upon induction or appointment each member of Presbytery is asked to supply to the Clerk of the Presbytery a designated e-mail address to which all their official Presbytery correspondence is to be directed. It will be assumed that this is an address that will be monitored regularly. Once designated, it will be the responsibility of that member of Presbytery to advise the Clerk of any subsequent changes in that e-mail address.

Confidentiality and Presbytery Documents

- 1) Some Presbytery documents are obviously intended for public distribution and many other Presbytery documents are certainly open to public access. However, those who are entitled to have access to Presbytery documents should always use care and discretion in distributing or allowing access to those documents. Reports to the Presbytery are not part of the public record until they have been presented. Documents and correspondence marked “Confidential” are intended only for the designated recipient(s).
- 2) Presbytery documents stored on personal computers should be maintained in such a way that they are isolated and may readily be deleted when they are no longer required or when that computer is being removed from active service.

Presbytery e-mail protocols: An effort is being made to establish a consistent set of e-mail practices which will make it easier for those receiving e-mail communications from the Clerk of Presbytery to:

- a) Immediately identify an incoming e-mail as an official Presbytery communication.
- b) Identify the contents of the communication from the subject line.
- c) Clearly understand any special confidentiality concerns related to the e-mail.
- d) Organize Presbytery e-mail communications in an orderly folder storage system.

A secure side to PresbyKirk: Plans are also currently in progress to create a secure (password protected) area on PresbyKirk in which Presbytery minutes and other official documents of the Presbytery may be stored and from which they may be accessed by the members of Presbytery. Specific guidelines relating to the operation of this secure area will be prepared and distributed once the site is operational.