

OFFICIAL WEBSITE POLICIES AND PROCEDURES

1.0 PURPOSE

*“He said to them, ‘Go into all the world and preach the good news to all creation.’”
Mark 16:15*

As the Lord instructed His Church in the great commission, Prince of Peace Lutheran Church of Roseville, MN is committed to using all possible means to spread the good news of Jesus Christ throughout the entire world. Prince of Peace leadership will create and use an Official Website to help accomplish our global mission and ministries.

This document defines Prince of Peace Website policies, establishes responsibility for Website policy enforcement, and provides procedural guidelines for Website implementation and maintenance. This Policy and attendant guidelines have been put in place to create a consistent means for website applications and to protect Prince of Peace against possible security and legal risks.

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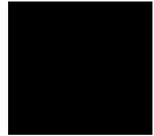
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2.0 POLICIES

2.1 INTRODUCTION

The official Website of Prince of Peace provides an assortment of information relating to Prince of Peace’s mission, ministry purposes, goals, values, distinctiveness, ministries, calendar of events, news updates, directions to facilities, church phone numbers, biographies of ministerial staff, and other information.

2.2 OWNERSHIP

Prince of Peace is the sole and exclusive owner of its official web pages. Prince of Peace’s copyright policy is outlined in Appendix C.

To avoid the possibility of a trademark violation, each domain name owned and being used by Prince of Peace must have been reviewed by performing a domain name trademark search through the U.S. Patent and Trademark Office’s website: uspto.gov.

Any advertising, sponsorship acknowledgements, and links to outside commercial sites appearing on Prince of Peace-related web pages must be approved by the Parish Administrator or his/her designee and the Webmaster. A record of such approval shall be kept by the Parish Administrator.

2.3 PRINCIPLES

As with all other communication media, Prince of Peace’s Website can only be used under prescribed Prince of Peace policies and procedures. Information presented on official web pages shall always be consistent with the Lutheran Church’s mission and biblical standards.

- The Prince of Peace Website must only be used for electronic publication that supports religious, charitable, and educational purposes—as well as other pursuits related to the fulfillment of Prince of Peace’s mission, as stipulated by Prince of Peace’s Constitution and Bylaws and defined in Prince of Peace’s Mission and Vision statement.
- Any publication platform, including web pages, utilizing Prince of Peace resources is, in turn, a Prince of Peace resource and shall be created and maintained with the same care and concern that all other Prince of Peace communications enjoy.
- Authors with specialized requirements that significantly impact Prince of Peace resources may be asked to remove or modify certain material.
- Ministry departments shall never allow the linking of their pages to personal or family related Websites created for outside ministry endeavors.

The following must not be included in web pages themselves, or in web pages accessed via direct links from official web pages:

- Copyrighted or licensed materials for which the necessary permissions have not been obtained;

- Material for commercial gain unrelated to Prince of Peace;
- Material related to illegal activities;
- Material or other organizations participating or intervening, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office;
- Significant levels of material “attempting to influence legislation”;
- Official acknowledgement of a tax-deductible charitable contribution (unless secured);
- Material or speech that is unlawful; and
- Material that is intended to damage, to interfere with, or place an excessive load on a computer system or network.

It is a violation of one or more Prince of Peace policies for users of its Web content and facilities to:

- Provide obscene, defamatory, or harassing language or material, or use the facilities to defame or harass;
- Provide material for personal gain or commercial services;
- Receive compensation from any party not entitled to utilize Prince of Peace resources for distribution of materials; and
- Provide material whose nature or volume compromises the ability of the Web Server to serve other users’ documents.

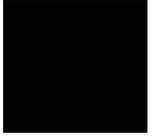
2.4 AUTHORS

Authors are Prince of Peace staff members and ministry leaders, as well as Prince of Peace-approved councils, committees, and ministry teams.

- Authors must conform to Prince of Peace policies, procedures, codes, rules, and regulations related to the proper use of information technology resources.
- The Parish Administrator may update site content. But he/she may not create additional pages or sections.
- Ministry department heads may update content on their affiliated web pages. But they may not modify or create other pages.
- Church ministry staff may update the content (but not the design) of the various ministry department web pages. Departments that cannot provide their own content updating shall arrange for updates with the Web Committee.

2.5 PRIVACY OF INFORMATION

Authors shall not post confidential or sensitive information. The Webmaster, Web Editors, Authors, and all others authorized to post information onto the Prince of Peace website will adhere to the privacy rules established in Appendix A. Personal data (e.g., age, home address,



personal telephone numbers, social security numbers, etc.) shall not be posted unless the identified person(s) grant written permission. Personnel data (e.g., salary, tenure, spousal information) will not be posted without written permission of the individual and Prince of Peace Congregation Council.



3.0 RESPONSIBILITIES

The Web Committee is responsible to the Prince of Peace Congregation Council for oversight and enforcement of these policies and procedures.

3.1 PRINCE OF PEACE CONGREGATION COUNCIL

The Prince of Peace Congregation Council has the right to revoke the privileges of any user or group making inappropriate or unreasonable use of Prince of Peace's facilities or resources.

Congregation Council Members shall take responsibility for the general content of the web pages created for their individual area of ministry assignments.

3.2 PRINCE OF PEACE WEB COMMITTEE

The Prince of Peace Web Committee consists of the Webmaster, Web Editors, a Photo Coordinator, the Parish Administrator, and other interested volunteers.

The Web Committee will review all website structure change requests (e.g., add, delete, or rename pages and sections) and then either implement or reject said changes — consistent with the provisions of this policy. The Webmaster and Web Editors are:

- Responsible for maintaining standards of quality and providing pages that are free from typographical and grammatical errors;
- Required to comply with all Church policies and procedures, as well as with state and federal laws concerning appropriate use of computers; and
- Responsible for adhering to Church policies and procedures for publishing including the use of Church logos, signatures, and communication marks.

3.3 PRINCE OF PEACE STAFF

Authors will present information that is in the best interest of Prince of Peace and its members — contributing to the accomplishment of Prince of Peace's mission. Authors are:

- Accountable and responsible for their published pages' content;
- Responsible for the currency of information, and shall, at a minimum, review and update pages on a quarterly basis;
- Required to test the accuracy of their web pages, data, and immediate links;

Each ministry department is responsible for pages that contain information about their ministry—including but not limited to content, links, and images. As stated previously, the ministry's Congregation Council representative is the primary individual responsible for ensuring that official web pages are consistent with Prince of Peace policies and with applicable laws. He/she can appoint a designee as appropriate. But the ultimate responsibility of the ministry's web pages rests with the assigned Congregation Council person.



It is the responsibility of the ministry department designee to remove irrelevant content or links. For example, including or linking to an electronic games gallery would be inappropriate for an official Youth Ministry webpage. The department designee shall also make efforts to keep information and links current.

3.4 ENFORCEMENT

Prince of Peace reserves the right, using its sole discretion, to remove from its servers any material or disconnect from its network any web pages that Prince of Peace is either made aware of or becomes aware of being or potentially being in violation of Prince of Peace policies or of applicable laws.

The Webmaster is responsible for protecting both the system and users from abuses of these policies and laws. Pursuant to this duty, the Webmaster may informally and/or formally communicate with offending parties and give instructions as to necessary steps to be taken to correct such violations. In certain cases, the Web Committee may temporarily or permanently deactivate a webpage and/or user access rights.

Questions about whether material on a webpage violates applicable policies or laws will be referred to a specially appointed committee that includes Prince of Peace staff and may include Prince of Peace's legal counsel. Any enforcement of policies will be made pursuant to appropriate administrative procedures applicable to the offending party.



4.0 PROCEDURES

4.1 WEBSITE CREATION

The Web Committee may use Prince of Peace office computers and Web Committee members' home computers to create and maintain the official website. All outside contracted services for webpage development or maintenance must be approved by the Web Committee and the Prince of Peace Congregation Council.

4.1.1 Website hosting

All Prince of Peace web pages must reside on servers or hosts that are approved by the Web Committee. All server or host changes must be approved in advance by the Web Committee.

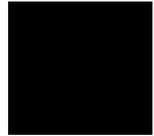
4.1.2 Website structure

Prince of Peace shall have a central Home Page. The Home Page will include standardized graphics and style sheets to be used as guidelines for ministry departments developing their own web pages. These guidelines will provide a consistent image for all Prince of Peace web pages and will, therefore, provide an architectural integrity that is needed so that Prince of Peace is properly represented to the world.

If the Parish Administrator, ministry department, or any author would like an additional page created, they shall submit a request to webmaster@princeofpeace.tc. The Webmaster in turn will coordinate with the Web Committee to ascertain the best solution to the request. For example: determining the Category Header under which the requested page or information best fits, whether the item warrants a new Category Header, or whether it should be a sub-page of another Category Header. The Parish Administrator shall keep a record of all requests and their disposition.

All web pages will use the official design template, which includes the following elements, among others:

- Church logo,
- Header links,
- Navigation links,
- Content portion,
- Announcement box,
- Various content components (including mission statement, Prince of Peace calendar, search engine, directories, and a link to the home page), and
- Footer elements (mailing address, phone number, main e-mail address, and link to copyright statement).



4.1.3 Website content

All information published under this Official Website Policy will have an identifiable ministry person who is responsible for the content.

The Web Committee encourages all ministry departments to draft language for individual web pages that may include a biography of the staff person(s), listing of ministry duties, philosophy statements, phone numbers, e-mail addresses, and other information pertinent to and in support of Prince of Peace's mission and ministry plans.

Each department shall decide whether or not to link to any other referenced ministry pages from its official webpage.

Following are the eight standard contents to be included on the Prince of Peace Website:

- Welcome message with the Prince of Peace mission statement
- A listing of worship service times
- A list of staff people and contact information
- A description of Prince of Peace ministries
- Presentation of the gospel
- Listing of upcoming events and calendar information
- Contact numbers and the address of Prince of Peace
- Directions to Prince of Peace from area freeways and maps of classroom locations, if applicable.

Following are other ideas for Website content:

- Recruiting volunteers for congregational work
- Creating a mechanism for prayer requests and praise reports
- Posting information on volunteer needs in the community
- Providing sign-up feature for classes and events
- Providing online fundraising (requires Congregation Council approval)
- Providing discussion space for group studies/interactive chat groups
- Posting Prince of Peace annual and financial reports in Adobe Acrobat format
- Provide sermon outlines
- Linking to other helpful sites in the community
- Giving a history and statistics of Prince of Peace
- Supplying mission updates, photos, diaries
- Offering photo albums, online directories

- Providing online daily devotionals
- Posting online polls
- Providing guest book
- Offering special sections for age group departments and classes

Each of these opportunities will require special attention for compliance with legal matters (i.e. permission to disclose, confidentiality of information, perceived endorsement, copyrighted material, etc.).

4.2 WEBSITE CONTENT CONTROLS

4.2.1 Advertising, sponsorships, and links

No person is authorized to establish such advertising, sponsorship acknowledgements, or links to outside Websites (either in return for any form of compensation or not) without prior approval of the Parish Administrator or his/her designee. Unless otherwise agreed to by the Parish Administrator or required by agreement or affiliation between Prince of Peace and a third party, any revenue from such images or links will be allocated as determined by the Congregation Council. Images and text used for advertising or sponsorship and links to commercial sites must not in any way imply that the Church is endorsing a product, individual or company.

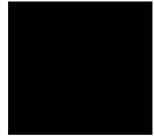
Following approval by the Parish Administrator and prior to commencement of an agreement, all Web-based advertising and sponsorship acknowledgements must have a written contract approved by the Prince of Peace Congregation President.

If any revenue is involved, the Parish Administrator's Office must be notified: (1) for potential tracking in relation to Unrelated Business Income Tax, and (2) if revenue is from a sponsorship or other charitable contribution or grant and recording of the revenue in the Church's contribution system and acknowledgment to the donor is required.

Informational links to outside sites that are established for the sole purpose of providing a service to audiences are not included in this procedure sub-section unless they are associated with revenue or other forms of compensation, they direct visitors to the site for commercial purposes, and/or they are intended for advertising purposes.

4.2.2 Use of copyright materials

Authors shall obtain written permission from the copyright holder for the use of any and all copyrighted materials not belonging to Prince of Peace or to a staff member utilizing his/her own material. That written permission shall be provided to Prince of Peace and kept on file, whenever necessary. Copyright permission may be necessary not only for text but also for photographs, graphics, audio, video, compiled statistics, graphs, or other copyrightable elements. Copyrighted materials that are in the public domain can be used without obtaining such permission. Appropriate copyright notices must be prominently displayed as necessary and access to such materials must be limited as required by the conditions of the license for use



obtained from the copyright owner. Individuals with questions about the use of copyrighted material for official web pages shall contact the Web Committee.

Anyone creating web pages for Prince of Peace will obtain rights to all material copyrighted by others before using copyrighted material. This includes but not limited to text, images, and sounds. A collection of public-domain and other freely licensed material may be found at the following sites:

- http://en.wikipedia.org/wiki/Wikipedia:Public_domain_image_resources
- <http://everystockphoto.com/index.php>

4.2.3 Photograph use

Photographs and images should not be scanned from Church publications (or any other published material) for use on the Web without determining that Prince of Peace owns or has licensed that photograph or image. The Church does not own the rights to all of the photographs or illustrations in its publications. In particular, the Church may have licensed a photograph only for use in a single publication or only for use within the United States. Because photography contracts are complex and vary from one publication to another, Prince of Peace and Church ownership must not be assumed. If there is a question, call the Parish Administrator for guidance.

Before publication of a photo of a minor (anyone under age 18) in any Prince of Peace publication, where the face of that minor is recognizable, a Parental Consent and Release for Publishing or Showing Minor's Image (Appendix E) must be obtained.

4.2.4 Website use for donations and other financial transactions

Prince of Peace's Official Website provides donors the opportunity to make charitable contributions to the General Operating Budget and approved restricted program accounts (i.e. building programs, benevolences, etc.) of Prince of Peace. Additional financial ministry transactions can also be performed on the Website (i.e. sales of sermon tapes or CDs; purchase of ministry performance tickets, payment of mission trips, etc.). These gifts and transactions are made by the use of personal credit cards through secured financial office web pages.

To assure that philanthropy merits the respect and trust of our members and the general public as a whole, and that donors and prospective donors can have full confidence in Prince of Peace's ministry causes they are asked to support, the website contains a link to Prince of Peace's Guidelines Regarding Acceptance of Gifts.

Material contained on Prince of Peace web pages must not be used for commercial purposes or for financial gain unrelated to religious, charitable, or educational activities traditionally associated with a church unless otherwise approved or permitted by the Finance Committee. Furthermore, links shall not be provided to for-profit entities that are using the Church's Website to generate a profit.



4.3 WEBSITE MAINTENANCE

The Web Committee will meet quarterly to review significant site-change requests and to determine how to best present seasonal information (i.e. Lenten services, summer programs, fall schedules, and Advent and Christmas activities).

4.3.1 Monthly updates

Monthly site updates will include conversion of the newsletter to PDF format and posting a link on the newsletter page. Additional changes may include removing Past Adult Forum topics and posting New Circle Bible study dates and hosts. These actions may be completed by the Parish Administrator, any Web Committee member, or Ministry Author.

4.3.2 Bi-Monthly updates

The Home Page Announcements will be updated to remove past dates and add requested events or advisories for the ensuing two months. These actions may be completed by the Parish Administrator, any Web Committee member, or Ministry Author.

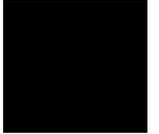
4.3.3 Quarterly updates

All pages containing specific scheduled dates will be reviewed to remove old schedules and insert new information. These actions may be completed by the Parish Administrator, any Web Committee member, or Ministry Author.

4.3.4 Change requests

Persons who are not Authors (e.g., certain staff, employees, and lay leaders) may request that certain information be posted on the Prince of Peace Website. These requests shall be submitted to the Web Committee, which will review all requests before they are posted. To ensure the accuracy, ease of use, and consistency of format, the additional procedures in this section must be followed.

1. All requested documents must be submitted to the Web Committee via webmaster@princeofpeace.tc. All documents must be submitted in electronic format (e.g., Word, WordPerfect, PDF, e-mail text).
2. The following background information must be included with the document request:
 - Who developed the document?
 - When would you like to release the document? Does it need to be posted immediately?
 - Who is the intended audience? For example, is the document intended for general release to the Congregation, or is it intended for a group of staff members?
 - Where would you like the document to be posted?
 - To whom should comments and questions about the page be sent?

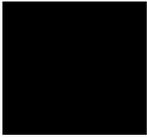


Documents with technical procedures must be tested by a specially appointed group/individual prior to submission.

Rush items will be sent to (and reviewed by) the Webmaster immediately via e-mail. The Webmaster may forward this rush item to the Web Committee, will collect any comments, and will submit them to the author of the document. All other items will be brought to the next Web Committee meeting. (Web Committee meets quarterly, or when necessary). The Web Committee will review the document, then comments will be sent to the author. A record of the disposition of the request shall be kept by the Parish Administrator.

For posting messages to a ministry discussion board, the following additional procedures shall be followed:

- Persons must register in order to post messages to ministry discussion boards. This allows the website provider the opportunity to block users who post offensive and potentially defamatory information.
- The ministry responsible for the discussion board must provide an employee who moderates the discussion board, reviewing all messages before posting them.



5.0 REVISION HISTORY

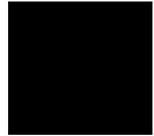
Prince of Peace reserves the right to change, amend, or restate these policies and procedures.

5.1 ORIGINAL ISSUE

The first version of this document was approved by the Prince of Peace Congregation Council on November 20, 2007.

5.2 REVISION A

The Web Committee reformatted the original into technical writing style to clarify responsibilities and to separate policy and procedural items. Approved by the Prince of Peace Congregation Council on September 16th, 2008.



APPENDIX A

PRIVACY OF INFORMATION POLICY

The following information is also posted on Prince of Peace's Official Website —
About Us Page under the link "Privacy of Information Policy."

Prince of Peace understands that the Internet can be a powerful asset to the user's spiritual life. At the same time, Prince of Peace strives to respect and protect the user's privacy. This policy is a summary of what information Prince of Peace collects and how that information is used.

What types of information does Prince of Peace collect?

Prince of Peace collects information users voluntarily provide, such as event registration information, membership information, bank or credit-card information for automatic donations, and information for church mailings. The information that Prince of Peace collects helps staff to provide information and service to our members. We may also combine this information with information from other sources.

Prince of Peace may also collect information concerning website users' viewing patterns, their browser type, operating system and IP address, and any other personally identifiable information they provide to us. Personally identifiable information is any information that could reasonably be used to identify the user personally. This includes but is not limited to: name, address, e-mail address, telephone number, ZIP code, gender, birthday, bank or credit-card information, and hobbies.

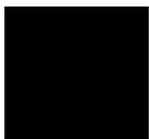
What does Prince of Peace do with the information collected?

Any information that the user provides to Prince of Peace or that is obtained through this website may be used for church purposes. We may disclose the user's information to related or affiliated entities or to other ministries for church purposes, but we will not sell, rent, or lease user personal information to commercial entities. Any information that Prince of Peace may disclose to third parties (other than ministries) will only be released in the aggregate and will not contain any personally identifiable information. Aggregate information is useful for church statistics and marketing purposes. Prince of Peace will not otherwise disclose user names, addresses, e-mail addresses, or phone numbers without express consent, unless disclosure is necessary to comply with laws or relevant legal proceedings.

Prince of Peace or other ministries may offer services to the user such as chat rooms, message boards, or other similar discussion forums. Please be aware that any information the user divulges in those arenas is deemed public information and is not protected.

How does linking to other sites affect the user's privacy protections?

As a courtesy, Prince of Peace provides links to other sites that are neither owned nor controlled by Prince of Peace. Some of these sites may use the Prince of Peace logo. These third-party sites, however, are NOT subject to nor bound by the Prince of Peace Privacy of Information Policy. Such third-party sites may or may not have their own privacy policies and may or may not collect personal information from the user or place cookies on their browser. Prince of Peace



is not responsible for these sites' privacy policies, information-collection practices, or any resultant damages.

How does Prince of Peace protect the security of information collected?

The security of the information that users provide to Prince of Peace is very important to Prince of Peace. Consequently, we have taken several measures to protect their information. All transactions involving sensitive information, such as your credit/debit card number and expiration date, are conducted using the industry standard Secure Sockets Layer (SSL) encryption technology. SSL is a protocol developed for the transmission of private information over the Internet. SSL uses a private key to encrypt personal data, including donor credit card information, so that it cannot be read while being transmitted over the Internet. Major browsers all provide support for SSL. This connection provides increased security to the information as it is transmitted to our website. In the event that our security system is breached, we will attempt to notify the user as soon as possible.

Prince of Peace protects the privacy of children.

Prince of Peace is committed to protecting the privacy and safety of children. Prince of Peace does not knowingly accept personally identifiable information from children who are under the age of 13 without verifiable parental consent. If parents choose to grant permission, a Parental Consent Form may be accessed from either the Prince of Peace office or by downloading the form on our website. Parents simply print and complete the form and mail it to the Prince of Peace office at the address listed. If parents have any questions or concerns about the protection of children's privacy, or if parents wish to deny consent and request that Prince of Peace delete their child's information, please contact us at: office@princeofpeace.tc.

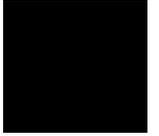
Prince of Peace shall never use the names, addresses, telephone numbers, e-mail addresses, or other information that identifies minors whose authorized photos are used on the Prince of Peace website, even with permission from parents, since this information could be used by pedophiles to solicit or seduce children. A minor's first and last names shall not be used together in the website.

Users' affirmation consent to Prince of Peace's collection and use of personally identifiable information.

By using this Prince of Peace website, the users are giving Prince of Peace their express consent to use the information that we collect about them in the manner described in this policy. This includes the release of this information to third parties as outlined herein. This affirmative consent allows us to use the other information that we have collected about the user.

Prince of Peace reserves the right to change or amend this policy

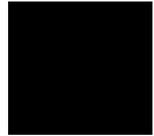
Prince of Peace reserves the right to change, amend, or restate this policy. Therefore, users shall revisit this page from time to time to determine the current policy. Prince of Peace will post any substantial changes in this privacy policy at least 30 days prior to implementation of the change. Any information collected under this current policy will remain bound by the terms of this



privacy policy. After the changes take effect, all new information collected, if any, will be subject to the revised privacy policy.

Questions or concerns?

Any questions or concerns about this policy should be directed to the Prince of Peace office (651-484-4144) to schedule a meeting with the responsible staff representative, or the Web Committee.



APPENDIX B

USE DISCLAIMERS AND LIABILITY LIMITATIONS

The Prince of Peace Website will be provided to users on an “as is” basis.

Prince of Peace makes no representations nor warranties of any kind, express or implied, as to the operation of the site or to the information contained therein. This includes, but is not limited to, the text, graphics, audio, icons, buttons, images, and products contained on the site. Prince of Peace fully disclaims, to the full extent permissible under applicable law, all warranties, express or implied, including, but not limited to, implied warranties of merchantability, fitness for a particular purpose, and non-infringement.

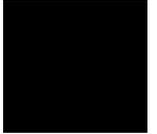
Prince of Peace, nor any other person or entity involved in creating, producing, or delivering the site, shall be liable for any damages of any kind arising from the use of the site, including, but not limited to, direct, indirect, incidental, punitive, and consequential damages. This limitation of liability applies without limitation to any damages of injury caused by any failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission, computer virus, communication line failure, theft or destruction or unauthorized access to, alteration of, or use of record, whether for breach of contract, tortious behavior, negligence, or under any other cause of action.

Prince of Peace also assumes no responsibility and shall not be liable for any damages to, or viruses that may infect, a user’s computer equipment or other property on account of user’s access to, use of, or browsing in the site, or of user’s downloading of any materials, data, text, images, video, or audio from the site.

Prince of Peace assumes no responsibility or liability arising from the content of the site, as well as any off-site pages or additional sites linked to the site, for any error, defamation, libel, slander, omission, falsehood, obscenity, pornography, profanity, danger or inaccuracy contained therein.

Prince of Peace uses reasonable efforts to include accurate, up-to-date information on its site. Prince of Peace makes no warranties or representations as to its accuracy. Prince of Peace assumes no responsibility or liability for any errors or omissions in the content of the site. Prince of Peace neither warrants nor represents that the user’s use of the materials on the site will not infringe rights of third parties not owned by or affiliated with Prince of Peace.

Prince of Peace will fully cooperate with any law enforcement authorities or court order requesting or directing the disclosure of the identity of any person posting any such information or material.



APPENDIX C

COPYRIGHT STATEMENT

The contents of all official webpages are copyrighted by and are the property of the Prince of Peace. Each official webpage must include the following:

© [YEAR] Prince of Peace Lutheran Church.

This statement must serve as a link to copyright and disclaimer information. For most official pages (see below for exceptions), the copyright statement would link to the following information:

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APPENDIX D

TECHNOLOGY ACCEPTABLE USE POLICY

The church's technological resources, including e-mail and Internet access, are provided for purposes fulfilling our global mission and ministries. Adherence to the following policy is necessary for continued access to Prince of Peace's technological resources:

USERS MUST:

1. RESPECT AND PROTECT THE PRIVACY OF OTHERS.

- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.

2. RESPECT AND PROTECT THE INTEGRITY, AVAILABILITY, AND SECURITY OF TECHNOLOGICAL RESOURCES.

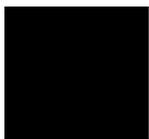
- Observe good network security practices.
- Report security risks or violations to a church employee.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other users.

3. RESPECT AND PROTECT THE INTELLECTUAL PROPERTY OF OTHERS.

- Not infringe copyright (no making illegal copies of music, games, or movies).
- Not plagiarize.

4. RESPECT AND PRACTICE THE PRINCIPLES OF OUR CHURCH.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a church employee.
- Not intentionally access, transmit, copy, or create material that is disrespectful or runs contrary to church teaching (such as messages that are obscene, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further criminal acts.



- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a church project.

USERS MAY, IF IN ACCORD WITH THE POLICY ABOVE:

- Design and post webpages and other material from church resources.
- Use direct communications such as e-mail, online chat, and instant messaging.
- Use technological resources for any faith-based purpose.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a user’s privileges to use the church’s technological resources and application of disciplinary actions contained in the church’s constitution.

Supervision and Monitoring. Church administrators and their authorized personnel monitor the use of technological resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the church’s technological resources in order to further the health, safety, discipline, or security of any user, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

User

Date

Parent/Guardian

Date

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR CHILD TO ENSURE HE OR SHE UNDERSTANDS THEM.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR CHILD’S USE OF COMPUTERS AT HOME, AT SCHOOL, AT LIBRARIES, OR ANYWHERE.



APPENDIX E PARENTAL CONSENT AND RELEASE FOR PUBLISHING OR SHOWING MINOR CHILD'S STILL OR MOVING IMAGE

I, the parent/guardian of _____, understand that from time to time, still or moving images obtained during the activities at Prince of Peace, or under its direction, are later presented in various church-sponsored media. These include, but are not limited to: photographic prints, brochures, newsletters, handbooks, websites, webcasts, video productions, television programs, and other publications. This form notifies you that those meetings, events, and activities (including worship) are considered public, and images and recordings from such meetings, events, and activities are used in the above-listed media.

On occasion, a child's image may be singled out and used as an identifiable image. Such images may portray that child's participation in activities such as music, children's ministry, or youth ministry. We ask that you sign the waiver below to grant permission for us to use your child's image where he or she is not part of a larger group. You may selectively grant permission by initialing next to each format below.

I release Prince of Peace from any liability for any injury or action resulting from the use of images of the above-named minor in any medium. Prince of Peace will not be responsible for unauthorized reproduction, display, distribution or modification of the minor's image in any manner, nor will Prince of Peace be responsible for defamation, misrepresentation, or criminal acts by any unauthorized use of any image.

You have my permission to use my child's individual image(s) in the following media:

- | | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | Displayed still pictures |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | Newsletters |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | Brochures |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | Handbooks |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | Websites |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | Webcasts |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | Video productions |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | Television programs |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | Other Prince of Peace publications |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | First name may be associated with picture |

Date

Signature of Parent or Guardian