Videoconference Use Policy

The Diocese of Olympia video conferencing system is a tool for connecting different regions of the diocese in collaborative ways. As such, there are certain expectations as to acceptable use and usage.

What we expect of people booking the video conference technology

1. The primary use for this is for diocesan business and this will take precedence over other uses.
2. When booking or using the system, there should be a contact person who will provide both their email and telephone information. Preferably there will be a diocesan staff person connected to the event.
3. At the initial booking, all of the sites that will be used for the video conference will be automatically contacted. This notification will serve as the formal request for the video conference resource to each of the sites. Since there may be many sites connected, please try and book the sites at least a week before the event so that coordination efforts will go smoothly.
4. If there are any changes to the conference (adding or deleting of sites, start/end times, etc.), it is up to the person who did the original booking to notify the diocesan staff person associated with the event, the Diocesan House receptionist who did the automated booking and the remote sites affected by these changes. This needs to be done no later than 24 hours before the beginning of the event.
5. If any changes referred to in item 4 are not adhered to, penalties will be applied, up to and including revocation of use of the video conference technology.
6. At the end of the event, the rooms that were used should be put back in the same condition as before the event. The microphones and cables should be neatly returned to their original location. If any of the equipment needs to be placed in a cabinet or other secure area, this will be done by the local contact person at the remote site.

What we expect of the video conference sites

1. When the room(s) are booked per the policies presented above, it is up to the remote site to provide access to the room and the equipment at the agreed upon times.
2. The room will be unlocked and the equipment set up ready for use.
3. A local contact person will be available to make sure the room is open and the equipment is functioning as expected. They do not necessarily have to be on site during the event, but there should be a contact number available in case of any issues arising.
4. It is up to the discretion of the staff at the remote sites how they want to address the access issue (someone there to let in and lock up or providing keys to end users).
5. At the time of the event, other than making the call for the connection, microphone and camera placement and cabling for laptop presentations, the end user should not have any other dealings with the equipment. Other than those items mentioned above, the equipment should not be moved, modified or disconnected. If for some reason the equipment needs to be

addressed, it should be done under the supervision of the local contact person or authorized technician.

6. At the end of the event, the users will restore the room back to its original condition at the beginning of the event. The users will neatly return the microphone and cables to their storage locations. If any other equipment needs to be moved, it will be done by the local contact person or authorized technician.

7. If any damage should occur to the equipment beyond normal wear and tear, it will be the responsibility of the remote site and/or the group using the equipment when the damage occurred to work with the Internet Strategist to repair and restore the system at that site. Any time and material costs associated with this will be charged to the remote site and/or the group.

What the remote sites and groups using the video conferencing can expect from us

1. We will make sure that the equipment is in working order, with the latest updates and support contracts.

2. If the equipment is in need of servicing, we will take responsibility that it is completed in a timely manner.

3. Any repair work or support needed on the equipment that is outside the scope of item 7 above will be borne by the office of the Internet Strategist Diocese of Olympia.

4. The office of the Internet Strategist Diocese of Olympia will provide training on the use and basic troubleshooting of the system, making sure that there is a knowledgeable person at each site who can support the system and group as needed.