

Electronic Resources

[Owner: Office of Computer Operations & Office of Human Resources]

The Diocese provides electronic resources to its employees. The purpose of these resources is to support the mission and ministry of the Diocese and the Catholic Church. Employees are to understand that these resources are the property of the Diocese and are to be utilized for the sole purpose of facilitating the business of the Diocese and enhancing productivity. When using these electronic resources, employees should not have any expectation of privacy. These resources are subject to access and review by authorized representatives of the Diocese. Employee use of Diocesan electronic resources constitutes acceptance of these policies.

All computers, electronic communications systems and business equipment, and all communications and information transmitted by, received from, or stored in these systems, are the property of the Diocese and as such are to be used solely for job-related purposes. This includes, but is not limited to all software and business equipment, websites, social media accounts, networks, computers, email, telephones, voice mail, facsimiles, and copy machines. Minimal personal use of computers, email, telephones, voice mail, facsimiles, and copy machines is allowed but is subject to this and all Diocesan policies.

Employees may not use any Diocesan electronic resource in the following manner:

- To violate any Diocesan policies.
- To distribute or access obscene, threatening, or offensive material or information.
- To distribute or access any material which constitutes discrimination, harassment, defamation, or invasion of privacy.
- To infringe upon the intellectual property rights of others (e.g., copyright).
- In connection with any attempt to penetrate computer or network security of any company or other system, or to attempt or gain unauthorized access to any other person's computer, email or voicemail accounts or equipment.
- In connection with the violation or attempted violation of any federal or state regulation or law.
- For personal gain, or to solicit others for activities unrelated to the Diocese's business, or in connection with political campaigns.

Improper use, as described above, will not be tolerated and is subject to immediate termination.

Privacy

Employees have no expectation of privacy in connection with the use of these computers, electronic communications systems and business equipment or with the transmission, receipt or storage of information in them. To ensure that the use of computers, electronic communications systems and business equipment is consistent with the Diocese's legitimate business interests, authorized

representatives of the Diocese may access, review and/or monitor the use of such equipment at any time at its discretion.

Access

Employees are held responsible for all activity connected with user accounts, and the corresponding access codes and passwords, issued to them and should expressly safeguard them as such. Employees are not permitted to access a user account, use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Diocesan representative. All user accounts including access codes and passwords are the property of the Diocese. No employee may use an access code or password that has not been issued to that employee; sharing an access code or password with another employee is strictly prohibited. These restrictions and prohibitions apply to access codes and passwords that employees are allowed to independently create for Diocesan user accounts. The ability to access information resources does not imply authorization to do so.

Hardware/Software

The Office of Computer Operations/Technology acquires, develops and maintains computer systems, networks and voice mail systems. Approvals are required to install computer software onto Diocesan hardware and for the purchase/disposal of all electronic devices (computer, printer and/or other components); approvals are obtained through consultation of the employee's supervisor and Computer Operations. The Diocese reserves the right to delete unauthorized programs from its hardware, regardless of consequence (*i.e.*, deletion of unauthorized software causes damage or deletion of files created with unauthorized software). All hardware, including storage and network communication equipment, and software provided for an employee's use remains the property of the Diocese.

Email

Email access is provided to employees based on the requirements of the position and solely for job-related purposes. Access must be requested by the supervisor and/or Office of Human Resources and approved and granted through the Director of Computer Operations/Technology. Access to the email system is provided for communication about work-related activities to supervisors, other employees and departments, and, if required, the general public and business associates. Employees should use the Diocese's e-mail system to create, send, receive, and store all work-related e-mails. Employees should consult their supervisors and the Director of Computer Operations/Technology for restrictions regarding sending blanket email messages, sensitive data requiring encryption and excessively large files. Employees may use the Diocese's email accounts for minimal personal use. Employees should not expect any privacy when using the email system.

No employee should contact youth directly via email. Please review the Acceptable Use of Technology Policy.

Prior to leaving the employment of the Diocese, an employee must turn in all Diocesan electronic equipment that was issued to him/her, including user accounts and access codes to all electronic equipment and electronic services that are the property of the Diocese.

Violations of the policy will subject employee to denied access of resources and will result in disciplinary action up to and including termination of employment.