



Internet Use

[Owner: Office of Computer Operations]

Access to the Internet through the Diocese's network is a privilege and carries responsibilities reflecting responsible and ethical use. Employees are expected to abide by the Diocese's standards of conduct and policies at all times when accessing the Internet through the Diocese's network. Care must be taken by all employees to ensure that accessing the Internet does not jeopardize the Diocese's interests. Internet usage through the Diocese's network is subject to access and review by authorized representatives of the Diocese. Use of the Internet through the Diocese's network constitutes the individual's acceptance of this policy.

Access

Employees are assigned a Diocesan network username and password by Office of Computer Operations/Technology. The username and password is the responsibility of the individual to whom it is assigned. Any authorized use of the username and password by other individuals to gain access to the Diocesan network and Internet makes that employee-user responsible for any and all actions of those individuals. Violations of this policy and any other policy through the authorized use of the username and password subjects the individual to whom it is assigned to disciplinary action, up to and including termination. Employees should not expect that transmissions made through the Diocesan network are confidential. Although employees are given a username and password, this does not insulate transmissions from employer review for business purposes.

Personal Use

Limited personal use of the Internet is allowed by the Diocese. However, employees are reminded that use of any and all Diocesan property is primarily for the purpose of Diocesan business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the employee's job responsibilities.

Ethical Use of Internet

At any time and without prior notice, the Diocese reserves the right to examine e-mail, personal file directories, and other information stored on Diocesan computers. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists the management of information systems. As such, Computer Operations/Technology may monitor access and usage of the Internet. Use of the Internet constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all other Diocesan policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employees are prohibited from accessing the Internet for any unethical purposes, including pornography,

violence, gambling, racism, harassment, or any illegal activity. Employees are forbidden from using profanity or vulgarity when sending electronic mail via the Internet or posting to public forums (e.g., message boards, newsgroups). Any electronic mail sent through Diocesan systems or postings to public forums from Diocesan systems must fall within these ethical standards.

Employees must abide by all federal and state laws with regard to information sent through the Internet. The Diocese strictly prohibits unauthorized release or disclosure of confidential information through the Internet or through any other means.

Employees are also prohibited from using Internet access through Diocesan systems for any other business or profit-making activities.

In general, employees should exercise the same restraint and caution in drafting and transmitting messages over the Internet as they would when writing a letter or memorandum and should assume that their message will be saved and reviewed by someone other than the intended recipients. To obtain detailed information regarding the obligations and responsibilities of employees while communicating via e-mail, please refer to Policy IV.L (Electronic Resources) of this Manual.

Downloading Software

Employees are prohibited from downloading software from the Internet without prior written approval of the Office of Computer Operations/Technology. Downloading of games from the Internet is prohibited. Downloading of any executable files or programs, which change the configuration of your system by anyone other than an authorized Computer Operations representative, is prohibited. Employees should take extreme caution when downloading software or files from the Internet. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into the Diocese's network. It is mandatory that you comply with copyright and trademark laws when downloading material from the Internet.

If the employee finds that any damage occurred as a result of downloading software or files, the incident should be reported immediately to the Office of Computer Operations/Technology.

Violations of this policy will subject employee to denied access of the Internet and may result in further disciplinary action, up to and including termination.