Technology Standards for Affiliated Entities
Parishes, schools, archdiocesan entities
September 2021

1) Networking Requirements
   a) All locations with operating offices must have an appropriately sized Sophos firewall installed between the Internet Service Provider’s (ISP) equipment and the internal network;
   b) All firewalls must be monitorable through the Archdiocese of Oklahoma City’s Sophos Central Enterprise console.

2) E-mail Requirements
   a) All locations are required to use e-mail addresses with their proper domain (i.e. position@parish-city.org, etc.). E-mail services such as Microsoft 365 and G-Suite are available to parishes at no cost through an agreement between the Archdiocese of Oklahoma City and TechSoup;
   b) All entities are required to utilize e-mail security provided through the Archdiocese of Oklahoma City;
   c) Multi-Factor Authentication (MFA) is required to be enabled for all Microsoft 365/G-Suite tenants.

3) Computer Requirements
   a) All computers must be running operating systems that are supported by the author (Microsoft Windows 10 or later; Mac OS X Mojave (10.14) or later) and be updated on a regular basis. Patching services and other desktop support services are available through the Archdiocese of Oklahoma City’s Office of Technology;
   b) All computers and servers (if applicable) that are connected to the location’s internal network are required to be protected by Sophos Anti-Virus as part of the Archdiocese of Oklahoma City’s Sophos Central Enterprise console;
   c) All servers are required to have, at a minimum, regular on-site backups performed.

4) Technology Use Requirements for Staff and Key Volunteers
   NOTE: For the purposes of these standards, “key volunteers” are defined as those volunteers whose job functions are performed by paid employees at other locations (i.e. directors of religious education, directors of youth ministry, safe environment coordinators/facilitators, parish database coordinators).
   a) All staff and key volunteers are required to participate in regular security awareness training through the Archdiocese of Oklahoma City’s KnowBe4 Training Platform;
   b) All staff and key volunteers are required to use their parish/school/entity e-mail account for all work-related communications;
   c) All staff and key volunteers are expected to conduct all electronic activities in accordance with the Archdiocese of Oklahoma City’s Code of Conduct.
Estimated Costs of Implementation of Technology Standards

<table>
<thead>
<tr>
<th>Product</th>
<th>Cost per Year per Unit (est.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>KnowBe4 Security Awareness Training</td>
<td>$14.54/user</td>
</tr>
<tr>
<td>Sophos Central Email Security</td>
<td>$10/user</td>
</tr>
<tr>
<td>Sophos Intercept X Advanced with MTR (Antivirus)</td>
<td>$82.69/computer; $121.46/server</td>
</tr>
<tr>
<td>Sophos XGS 116 Firewall (Parishes with &lt;15 Staff)</td>
<td>$475/location</td>
</tr>
<tr>
<td>Sophos XGS 126 Firewall (Parishes with 16-30 Staff)</td>
<td>$632/location</td>
</tr>
<tr>
<td>Sophos XGS 136 Firewall (Parishes with &lt;30 Staff)</td>
<td>$1,000/location</td>
</tr>
<tr>
<td>Sophos XG 230 Firewall (Parochial Schools)</td>
<td>$3,100/location</td>
</tr>
<tr>
<td>Sophos XG 430 Firewall (High Schools)</td>
<td>$8,700/location</td>
</tr>
</tbody>
</table>

**Frequently Asked Questions:**

Why is this necessary?
- In the past several years, archdiocesan entities have been targeted by cybercriminals on numerous occasions with several different types of attacks, including engineered e-mail fraud and ransomware. Cyberliability providers such as Catholic Mutual are continuing to increase their eligibility requirements for cyberliability coverage. These measures have been reported by other dioceses as the bare minimum for coverage.

Why does the firewall and antivirus have to be Sophos, and why does it need to be added to the archdiocesan Sophos Central dashboard?
- The Office of Technology for the Archdiocese of Oklahoma City stays up-to-date on the leading technologies in cyber protection through research, training and vendor partners. We have identified Sophos to be a cost-effective tool for protection. Through the Sophos Central dashboard, you and your technology partners can administer your firewalls and antivirus protection. The Sophos Central dashboard also allows the archdiocese to ensure compliance for insurance purposes and to remotely assist parishes who request help.

The standards mention that patching and desktop support services are available to parishes through the Office of Technology. What are the details?
- The Office of Technology has begun supporting parishes directly with technology issues, whether it be hardware procurement, expansion or remodel consulting, or basic computer support. We use a tool called Atera that allows us to remotely troubleshoot your computers during issues, proactively clean your computer to make it run more efficiently, and install the latest software patches to correct security vulnerabilities. If you have a question, we can help! **Call (405) 709-2707.**

Connor Keef
Director, Office of Technology
CKeef@archoke.org