

Computer and Electronic Communications Usage

Policy No. 300

Policy Statement: Computers and electronic communications devices and accounts provided by the Archdiocese, its parishes and institutions are to be used primarily for work-related and ministry purposes by its clergy, employees and volunteers.

Intent of Policy: Communications using internet access and social media platforms are to be conducted in a responsible and professional manner, reflecting the Archdiocese's commitment to ethical and non-discriminatory practices, its values and mission and the teachings of the Church.

Definition: **Electronic communication devices** include:

- desktop computer
- laptop computer
- tablet
- mobile phone
- flash drive

Electronic communications include:

- email
- instant and text messages
- internet links (video and audio files)
- social media postings

Digital information is data created by and stored on electronic devices that includes:

- memos
- letters
- reports
- documents and files
- emails
- telephone and text messages
- photos and images
- videos
- websites

Information systems administrator is the person designated to install, maintain, and support information technology systems, including computers, software, and network equipment.

Procedure:

- a) Additional computer accessories, hardware or programs are to be installed with the approval of the immediate supervisor or pastor and of the information systems administrator.

- b) All electronic communications must be handled with the same level of confidentiality given to a letter, fax, memo, business or face-to-face communication. Special care must be given to every electronic communication to ensure that it is correctly addressed to the intended recipient.
- c) Use of any electronic communication device and digital information must always be ethical and respectful, keeping in mind the Catholic teaching on the dignity of the human person, that each is created in the image and likeness of God (Genesis 1:26-27).
- d) All information on archdiocesan computers may be monitored or accessed without an employee's permission.
- e) No messages of a commercial or political nature, employee solicitations or participation related to fundraising activities of voluntary organizations are to be circulated using the archdiocesan, parish, camps or institution electronic communications, unless prior approval has been given by the Chancellor or Pastor.
- f) Employees may not actively retrieve or read another employee's digital information or electronic communications unless authorized by that employee or by the Chancellor or Pastor.
- g) Each employee will use a personal identification code (username) and a password for access to his or her digital information and electronic communications. The employees' password may be reset by the information systems administrator at any time.
- h) To prevent virus contamination that may be harmful and cause damage or disruption to the archdiocesan computer, device or account, employees are not to access/respond to questionable or unknown electronic communications. They are to report promptly to their immediate supervisor any suspected incidents where it is believed that virus contamination may have occurred.
- i) Reasonable and occasional use of computer, electronic devices and accounts for personal purposes is permitted while the employee is at work. Such usage and communications should be restricted to an employee's rest or lunch periods.

- j) All employees who have personal websites, social media networking accounts and/or blogs must maintain boundaries between their personal and professional communications. Anything published on a personal site is to be considered the same as communication in any public forum.
- k) In the event that a person identifies him or herself as an employee of the Archdiocese on a personal website, social media network or blog, the following notice should be indicated in a prominent place on that site: “The views that I express on this website/social media network/blog are mine alone and do not necessarily reflect the views of my employer.”
- l) Archdiocesan or affiliate logos and trademarks are not to be used on personal websites, social networks or blogs without the permission of the Director of Communications and Public Relations.
- m) Electronic communication devices are to be locked (password protected) when not in use. They are to be kept with the person assigned to it or in a secure locked location.
- n) Violation of this policy
 - by employees is subject to disciplinary action, up to and including termination of employment;
 - by volunteers is subject to disciplinary action, up to and including the termination of the volunteer relationship.

Refer to Policies:

- No. 301 Confidentiality
- No. 323 Contract for Employment
- No. 802 Electronic Records Management [Pending]
- No. 901 Archdiocesan Visual Identity
- No. 907 Protection of Personal Information
- No. 908 Website Content
- No. 909 Social Media