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## **TECHNOLOGY POLICY FOR ALL USERS OF COMPUTERS OF THE ROMAN CATHOLIC DIOCESE INCLUDING EMPLOYEES AND VOLUNTEERS IN OFFICES, PARISHES, SCHOOLS, AGENCIES AND ALL OTHER ENTITIES SPONSORED BY THE DIOCESE**

### **1. Introduction**

Information and information technology are an integral part of the day to day operations of the Roman Catholic Diocese of Albany. The Diocese furnishes its employees, volunteers, and other authorized users with access to information technology, including personal computers, local area networks, remote access capabilities, computer applications, software, etc., for the purpose of enabling them to fulfill their job responsibilities. This information technology, data and records are the property of the Diocese and are to be used for the Roman Catholic Diocese of Albany business purposes.

### **2. Security of Diocesan Data**

All data utilized in the course of diocesan business is an asset of the Diocese. The Diocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards, and procedures designed for users. All users must adhere to these policies, standards, and procedures for the complete system to remain viable. These policies, standards, and procedures include, but are not limited to maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Diocese prohibits the use or alteration of diocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

### **3. Diocesan Network / User Accounts**

The ability of an individual to access the pastoral center network, e-mail system, and all data contained therein is controlled by means of a user account. A user account consists of a unique user name, confidential password, and all information describing what resources the specific user can access, at what level, and during what time periods. All passwords are confidential and should not be shared. Passwords will not be revealed to any person. Passwords will be changed only when requested by the specific user or the user's supervisor. Specific diocesan personnel will be designated as "owners" of data stored on the Pastoral Center network for the sole purposes of access, control, and security. An example of data ownership would be a department head having ownership of all data created by and / or used by their specific department. It is only with permission of these "owners" that access to data will be granted or revoked.

### **4. Computer Viruses**

Computer viruses pose a serious threat to the integrity of both the Information Technology and data assets of the Diocese. All users should take every precaution to ensure that each and every diskette, flash drive, downloaded file, or e-mailed file is virus free.

## **5. Use of Electronic Mail**

The Diocese provides and maintains an electronic mail (“e-mail”) system for the purposes of communicating through written, electronically transmitted form both internally and externally. E-mail is intended for authorized business purposes.

## **6. Internet Use**

The Diocese strictly prohibits any transmission of electronic communications that would otherwise be prohibited by diocesan policy or by New York State law. Users may not use these computer systems in any way deemed fraudulent, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate. Examples of forbidden use include sexually explicit messages, cartoons or jokes, propositions or love letters, ethnic or racial slurs, any messages that can be construed to be harassing or disparaging of others based on their sex, race, sexual orientation, age, national origin or religious beliefs. E-mail may not be used for chain mailing or to conduct political campaigning activities. Users may not use diocesan/parish property to participate in or intervene in any partisan political campaign on behalf of any candidate for public office. This includes publishing or distributing e-mail that could be construed as a campaigning activity.

Users must not make contact with children or minors for the purpose of initiating or maintaining an inappropriate relationship.

The Diocese encourages the exploration and research on the world wide web for business related or professional activities. Users should not “browse the web” during work time or for frivolous information unrelated to business. Users should be aware that our security tools create a usage log detailing all internet activity including websites visited.

Unacceptable use of the internet in the workplace will not be tolerated. To ensure that communication tools are not being used for inappropriate purposes, random audits will occur. Each parish, school, agency etc. is monitored by the Diocesan Office of Information Technology.

## **7. Personal Computer Software Policy**

Federal Copyright Act protects most computer software. In accordance with these laws, Diocesan users are prohibited from making illegal copies of computer software or from installing software from illegal copies. All software to be used on Diocesan computer systems is to be approved and installed by a member of the Information Technology Department.

## **8. Use of Internet Resources**

The connection of diocesan systems to the Internet exists so that communication can take place among Diocesan Staff and with the public outside of the Diocesan local area network. This service is to be used for business purposes. In an effort to preserve the integrity of security systems in place on the diocesan local area network, any or all user connections to the Internet may be interrupted at any time and without warning if conditions warrant.

## **9. Right of inspection**

The Roman Catholic Diocese of Albany reserves the right to inspect and examine any Diocesan owned or operated communications system, computing resource and/or files or information,

including personal computers, area networks, applications, and e-mail, contained therein at any time. Users have no privacy right to any data, information or documents received or disseminated on the network or through e-mail. By utilizing these diocesan systems, users consent to the Diocese’s right to inspect and examine all data, information, documents and e-mail. When a user acts inappropriately through the technology system, the Diocese reserves the right to report such actions to any outside authorities and/or take appropriate internal Diocesan disciplinary action.

When sources outside the Diocese request an inspection and/or examination of any Diocesan owned or operated technology system, computing resource and/or files or information contained therein, the Diocese will treat the information as confidential unless any one or more of the following conditions exist:

- When approved by the appropriate Diocesan official(s)
- When authorized by the owner(s) of information
- When required by federal, state or local law; or
- When required by a valid subpoena or court order.

Note: When notice is required by law, court order or subpoena, users will receive prior notice of such disclosures (viewing information in the course of normal system maintenance does not constitute disclosure).

**10. Compliance**

The above policies apply to Diocesan Information Technology and all users of Diocesan Information Technology regardless of relationship to the Diocese. Use of these resources indicates acceptance of these policies. Violations of these policies may result in responses ranging from denial of access to our technology resources to termination of employment or refusal of volunteer status. Illegal use of computers and computer technology will be reported to law enforcement agencies.

**Review and Acceptance**

In order to ensure all users are aware of their obligations under this acceptable use policy, all users are required to review and accept this policy.

As an employee of the Roman Catholic Diocese of Albany or as an authorized user of the diocesan information technology, I have received and read the attached Technology Policy, understand and accept the responsibility of adhering to the regulations and guidelines contained herein.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Any and all questions regarding this policy should be directed to Information Technology at 453-6685.

