

**DIOCESE OF ALBANY**  
**Diocesan Technology Policy**

**Policy for All Users of Information Technology 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 technology is essential to 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 computers, cell phones, local area networks, remote access capabilities, and computer applications, which includes electronic communication systems such as e-mail and social media Internet sites, for purposes of fulfilling 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. As such, users should have no expectation of privacy with respect to their use of information technology, electronic communications, data or any other form of diocesan information technology.

This Policy authorizes the diocesan Office of Information Technology to issue additional guidelines, consistent with this policy, regarding the use of information technology. This includes, for example, guidelines for e-mail and internet/intranet use. All users must abide by the terms of this Policy as well as any guidelines developed hereunder. All questions regarding this Policy or related guidelines should be addressed to the diocesan Director of Information Technology.

**2a. Security of Diocesan Data**

All data and records utilized in the course of diocesan business represent assets of the Diocese. The Diocese maintains a system of information security to protect proprietary data and records. All users must adhere to security standards and procedures for data and records which include, but are not limited to, maintaining confidentiality, assuring preservation of data, in compliance with security controls and protection of passwords, and immediately reporting any suspected or actual security and policy violations. The Diocese prohibits the use, elimination or alteration of diocesan data, records and/or information technology without written authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, and records as well as personally identifiable information.

**2b. Removal of computer equipment from the office**

Computer equipment (laptop, desk top) is the property of the diocese and/or parish and as such shall not be removed from the premises. An exception can occur when a specific function requires the use of the equipment. Permission must be obtained in writing from the individual's supervisor and the individual must acknowledge, in writing, their personal liability as to the condition of the equipment in the event of damage, theft or loss. This permission is not intended to be given on a daily basis by the supervisor. This policy helps to guarantee the safety of the data contained on the individual hardware.

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

The ability of an individual to access the pastoral center network, e-mail system, and all data/records 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 with others. Users may be required to change their password at periodic intervals, as determined by the office of Information Technology.

### **3b. Wireless Network/User Accounts**

To gain access to the WIFI Network you must have a user account. For convenience, use the same (user name and password) credentials to gain access to both the Diocesan and the WIFI networks.

WIFI is permitted ONLY in these designated areas of the Pastoral Center building:

- Conference rooms on each floor of the North and South buildings. At director/department head discretion.
- Conference rooms 1 thru 7 on the first floor of the South building. Scheduled meetings, conferences and training purposes.
- Pastoral Center Cafeteria. Available lunchtime to all employees with user accounts.

By Request, Guest User accounts may be created by the IT Office for business purposes only.

## **4. Computer Viruses**

Computer viruses pose a serious threat to the integrity of both the Information Technology and data/records assets of the Diocese. All users should take every reasonable precaution to ensure that downloaded or e-mailed files are virus free. Reasonable precautions would include, for instance, contacting the Office of Information Technology upon receipt of a suspicious e-mail and refraining from opening attachments of a suspicious e-mail.

Users must obtain the permission of their department head before using a flash drive or similar device in conjunction with diocesan information technology. The department head must first consult with the Director of Information Technology before granting such permission.

## **5. Internet Use/Prohibited Communications**

The Diocese strictly prohibits any use of electronic communications that violates diocesan policy, New York State and Federal law. Users may not utilize diocesan information technology in any way deemed fraudulent, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate. Examples of forbidden use include distribution of sexually explicit messages/pictures, 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, religious beliefs or other legally protected status. Electronic communication may not be used for chain mailing or to conduct political campaigning activities. Users may not utilize 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 electronic communication that may be construed as a campaigning activity. Users shall not utilize diocesan information technology to communicate with children or minors for the purpose of disseminating inappropriate communications, as set forth above, or promoting inappropriate relationships.

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 to access sites and communications unrelated to business or professional activities. The diocese reserves the right to monitor and record all Internet activity, and to conduct random audits of Internet use.

#### **6. Copyright/Approval and Installation of Software used on Diocesan Systems**

Copyright is a term used to describe the legal rights people have to protect original work they have created. Original work can include, for example, a computer program, document, graphic, film or sound recording. Copyright ensures that no one else can copy, alter or use the work without the express permission of the owner. Copyright is sometimes indicated in a piece of work by this symbol ©. However, it does not have to be displayed under British law. So a lack of the symbol does not necessarily indicate a lack of copyright.

Federal Copyright Act protects most computer software. In accordance with these laws, Diocesan users are prohibited from making and installing illegal copies of software. All software used on Diocesan computer systems must be approved and installed by the Office of Information Technology. All questions and clarifications regarding copyright issues should be directed to the diocesan Office of Information Technology.

#### **7. Interruption of User Internet Connections**

The Office of Information Technology performs periodic maintenance on the diocesan network in order to preserve the integrity of security systems. As a result, user internet connections may be interrupted at any time and without warning if conditions warrant.

#### **8. Right of inspection**

The Roman Catholic Diocese of Albany reserves the unqualified right to inspect and examine any Diocesan owned or operated communications system, computing resource and/or files or information, including computers, cell phones, listservs, networks, applications, and electronic communications, including e-mail, contained therein at any time. Users possess 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 to be provided by law, court order or subpoena, users will be notified accordingly.

## **9. Compliance**

These policies apply to diocesan Information Technology and to all users of diocesan Information Technology regardless of personal or employment relationship to the Diocese. Use of these resources constitutes acceptance of these policies. Violations of these policies may result in actions ranging from denial of access to diocesan technology resources to termination of employment or refusal or withdrawal of volunteer status. Illegal use of computers and information technology shall be reported to pertinent law enforcement agencies.

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**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 agree with the obligation of adhering to the regulations and guidelines contained herein.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Affiliation**

Department, Parish, School or Office

Any and all questions regarding this policy should be directed to the Director of Information Technology at (518) 453-6685.