

**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.**

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.

*Users should be advised that any and all telephone conversations or transmissions, electronic mail or transmissions, or internet accessory usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic photo electronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means.*

**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.

**Removal of Computer Equipment from the Office**

Computer equipment (laptop, desktop) 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.

**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 PNJ Technology Partners.

**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.

**Computer Viruses**

Computer viruses pose a serious threat to the integrity of 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 Helpdesk 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. The department head must first consult with the PNJ Technology Partners before granting such permission.

**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 disseminating inappropriate communications, as set forth above, or promoting inappropriate relationships.

The diocese encourages the exploration and research on the internet for business related 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.

### **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, 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 should be approved and installed by Information Technology staff. All questions and clarifications regarding copyright issues should be directed to PNJ Technology Partners.

### **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, 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
- When required by a valid subpoena or court order

### **Compliance**

These policies apply 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**

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