

## ARCHDIOCESAN CATHOLIC CENTER ELECTRONIC COMMUNICATIONS POLICY

Archdiocesan Catholic Center (ACC) electronic communications systems include, but are not limited to, electronic mail, voice mail, facsimiles, computers, the Intranet, the Internet, and the World Wide Web. All users of ACC electronic communications systems must comply with this policy.

- All ACC systems, all information stored on them, and all work performed on them, are ACC property.
- ACC systems are to be used solely to conduct ACC business, not personal business.
- Communications on ACC systems are not private, and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide employees with personal privacy. In each department, all passwords should be on record with the department head.
- The ACC reserves the right to monitor, access, retrieve, read, and disclose all messages created, sent, received, or stored on ACC systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Staff members should use care in creating e-mail messages. The contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- As with paper records, proper care should be taken in creating and retaining electronic records, which can affect the reputation of the ACC and which the ACC may some day have to produce in connection with a lawsuit.
- All postings to "All Employees," the Intranet, or the World Wide Web must be approved by the Moderator of the Curia or his designee.
- Any files downloaded from the Internet and any computer disks received from non-ACC sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the Director of Information Services.

### **Users of ACC electronic communication systems may not:**

- Post or distribute communications which may contain content that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, or derogatory, including, but not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability;
- Upload, download, view, or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which staff member does not have access rights;
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems;
- Enable unauthorized persons to access or use ACC systems, provide access to confidential

information, or otherwise jeopardize the security of ACC electronic communications systems (e.g. by unauthorized use or disclosure of passwords).

- Transmit confidential, proprietary, or sensitive information.
- Introduce a virus, attempt to breach system security or tamper with an ACC system.
- Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges and disciplinary action up to and including termination.

8/31/98