



Information Technology Acceptable Use Policy

Issued by: The Very Reverend Joseph A. Hart
Revised by: The Most Reverend Salvatore R. Matano

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KEY POLICY STATEMENTS:

- Information Technology ("IT") resources include email, internet connection, computers, phone services, data network, servers and premises owned by the Diocese of Rochester and its Affiliated Employers ("DORAE").
- IT resources are for business use only.
- IT resources are not to be used for any activity that is either illegal or violates the Code of Conduct [Link](#).
- Employees can have no expectation of privacy when using IT resources.
- Hourly employees are prohibited from accessing DORAE IT resources during non-work hours.
- **The use of personal email accounts such as Gmail, Yahoo or AOL mail is prohibited.**

APPLIES TO: All Employees and Deacons of the Diocese of Rochester and its Affiliated Employers

DETAILS:

No Expectation of Privacy:

An employee's use of DORAE's IT resources constitutes his/her permission for DORAE to monitor communications and to access files/postings that are made on or with these tools,

whether or not made/posted during the employees regular hours of work. The fact that an employee may be permitted to choose his/her own password does not imply that they have any justifiable privacy expectations in the material protected by password. This policy extends to, but is not limited to, employee use of the following DORAE resources:

- DORAE email
- DORAE Internet connection
- DORAE computers (notebook and desktop)
- DORAE phone services
- DORAE data network
- DORAE server(s)
- DORAE premises

Your receipt of this Policy, together with the Employee Handbook and Code of Conduct constitutes your understanding and agreement to follow DORAE's policies, and your return of the Employee Handbook Receipt attached to the Employee Handbook constitutes your permission to allow the DOARE to monitor and inspect the materials/files/information described above.

Acceptable Use of DORAE IT Resources:

Use of DORAE's IT resources is intended to be for business reasons only. DORAE encourages the use of the Internet and email because they make communication more efficient and effective. However, Internet service and email are property of DORAE, and their purpose is to facilitate DORAE business. Every employee has a responsibility to maintain and enhance the public image of DORAE and to use DORAE's email and access to the Internet in a productive manner. To ensure that all employees are responsible, the following rules have been established for using email and the Internet. Use of DORAE IT Resources, including email, by hourly employees during non-work hours is prohibited. Personal use of the Internet should occur only when absolutely necessary and is not permitted if it will interfere with an employee's performance of his or her official responsibilities, will consume significant resources, or interfere with the activities of other employees. Any improper use of the Internet or email is not acceptable and will not be permitted. DORAE also reserves the right to advise appropriate legal officials of any illegal violations.

Unacceptable Uses of DORAE IT Resources:

Use of DORAE's IT resources, including email, by hourly employees during non-work hours is prohibited. DORAE's IT resources may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. No message may be sent with derogatory or inflammatory remarks or that could be construed as harassment or disparagement based on an individual's race, creed, color, sex, gender, marital status, military or veteran status, predisposing genetic information, age, disability, religion, national origin, physical attributes or sexual orientation. No abusive, profane, fraudulent, sexually explicit, slanderous, libelous, or offensive language is to be transmitted through the DORAE's email, network or Internet systems. DOARE's IT resources may also not be used for any other purpose that is illegal or against DORAE policy or contrary to the DORAE's best interest. Solicitation of non-DORAE business or any use of the DORAE email, network or Internet for personal gain is prohibited.

Communication Guidelines:

Each employee is responsible for the content of all text, audio or images placed, sent, or received over the DORAE's email, network and Internet system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else or someone from another DORAE. All messages communicated on the DORAE's email, network and Internet systems should contain the employee's name. **The use of personal email accounts such as Gmail, Yahoo or AOL mail is prohibited.**

Any messages or information sent by an employee to another individual outside of the DORAE via an electronic network (e.g., bulletin board, on-line service or Internet) are statements that reflect on the DORAE. While some users include personal "disclaimers" in electronic messages, there is still a connection to the DORAE, and the statements may be tied to the DORAE. All communications sent by employees via the DORAE's email, network and Internet systems must comply with this and other DORAE policies and may not disclose any confidential or proprietary DORAE information.

Software:

To prevent computer viruses from being transmitted through the DORAE's email, network and Internet systems, there will be no unauthorized downloading of any unauthorized software. All software downloaded must be registered to the DORAE. Employees should contact Management if they have any questions.

Copyright Issues:

Copyrighted materials belonging to entities other than this DORAE, may not be transmitted by employees on the DORAE's email, network or Internet systems. All employees obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy to reference only. Failure to observe copyright or license agreements will not be tolerated.

Security:

The DORAE routinely monitors usage patterns for its email, network and Internet communications. The reasons for this monitoring are many, including cost analysis/allocation and the management of the DORAE's gateway to the Internet.

Failure to adhere to this policy may result in disciplinary action, up to and including termination. In the event that any portion of this policy conflicts with governing law, governing law shall control.