CATHOLIC DIOCESE OF SAGINAW
POLICY ON ELECTRONIC COMMUNICATION

❖ **ELECTRONIC COMMUNICATION**

- A worker's access to electronic media and services is determined by him/her, his/her supervisor, and the diocesan system administrator. Each worker is expected to limit the time spent using electronic media and services to an amount appropriate to his/her task or job responsibilities.

- All activities using electronic communication and World Wide Web sites must be kept in good taste, presenting a positive and professional image of both the worker and the Parish.

- In using electronic communication, workers should remember that messages are not confidential. Therefore, workers should not transmit any messages that should not be read by a third party. For example, workers should not use the diocesan e-mail system for gossip, for transmitting personal information about oneself or others, for forwarding messages under circumstances likely to embarrass the sender, or for emotional responses to business correspondence or work-related matters.

- Workers are expected to respect the confidentiality of other people's electronic communications and may not attempt to "hack" into other systems, or use other people's log on ID's without authorization, or "crack" passwords, or breach computer or network security measures, or monitor electronic files or communications of other employees.

- Each worker who uses any security measures must provide his/her supervisor with a sealed hard copy record (to be retained in a secure location) of all computer/phone passwords. This is required so that, if necessary, a supervisor or the diocesan system administrator can access a worker's system or files.

- If a worker prepares spreadsheets, or writes reports or presentations, etc., using his/her personal computer, the material should be transmitted to the Diocesan computer systems via email or, if stored on a data device, transmitted only after ensuring the device is clear of any viruses or malware.

- No worker may use outside materials (games, disks, software) on the Parish office or laptop computers without permission of his/her supervisor and the diocesan system administrator. The diocesan policy regarding illegal duplication and use of pirated software requires all diocesan employees to comply with the law that basically states:

  > *"It is illegal to use software on more than one computer or to make or distribute copies of that software for any other purposes unless specific permission has been obtained from the copyright owner. If you pirate software, you may face a civil suit for damages, criminal liability, a fine of up to $100,000 per infringement, and/or a jail term of up to 5 years."*

- Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

- Electronic media and communication systems (such as email, internet sites, and social media sites) may not be used for viewing, transmitting, storing, or retrieving any material or

communication of an illegal, discriminatory, harassing, threatening, bullying, obscene, pornographic, defamatory, or otherwise clearly objectionable nature.

- Any worker found to be in violation of the foregoing rules will be subject to corrective action, up to and including discharge.