



Diocese of Altoona-Johnstown

Technology Services Office
Effective: January 01, 2016
Revision Date: September 25, 2023

STANDARDS FOR THE UTILIZATION OF ELECTRONIC MEDIA FOR THE DIOCESE OF ALTOONA-JOHNSTOWN

I. Purpose

In every age the Church has used all of the resources available to her to introduce people to the message of Jesus Christ. We recognize that we live in a new media age, immersed in a new culture with an evolving language. We propose to make use of the most effective, most powerful means to communicate the integrations of faith and culture, which are at the center of Catholic values and education. The Diocese of Altoona-Johnstown offers this policy to insure proper management and efficient and effective use of all electronic communications it provides.

II. Introduction

The information stated in this policy applies to all Diocesan office personnel, staff members, full or part-time and temporary (volunteers), students, faculty and all other ministerial staff members that have access to, or are part of, the Diocesan network. The Diocese reserves the right to amend or revise this document at any time and will provide written notification of any change.

III. Basic Information

Users may have access to one or more forms of electronic media and services and recognize that their purpose is to facilitate the ministry of the Diocese. The following procedures apply to all electronic media and services which are accessed on or from the Diocesan premises; accessed using the Diocesan computer equipment; accessed via the Diocesan paid access methods; used in a manner which identifies the individual with the Diocese.

IV. Procedures

Electronic media may not be used to knowingly submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state or federal law is also prohibited and is a breach of the terms and conditions of this policy.



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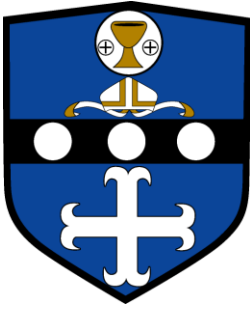
Electronic media and services are primarily for business use. Limited, occasional or incidental use of electronic media for personal, non-business purposes is understandable and acceptable on a limited basis when said practices do not inhibit individual productivity. However, at no time should Diocesan property be used to conduct personal commercial business.

Electronic information created and/or communicated by an employee using e-mail, word processing, spreadsheets, voice mail, telephones, Internet/Dioceaseaj.org discussion forum access, etc., will not generally be monitored by the Technology Services Office. The following conditions, however, should be noted (a) all messages and related files are property and records of the Diocese (b) the Technology Services Office routinely monitors usage patterns for data communications (c) the Diocese also reserves the right, in its discretion, to review any employee's or user's electronic files and messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other Diocesan policies (d) since personal messages can be accessed by the Technology Services Office without prior notice, individuals should not use electronic communications to transmit any messages that should not be read by a third party. Use of electronic media for such purposes as soliciting for commercial ventures, or personal causes or outside organizations or other similar, non-job related solicitations is prohibited.

Diocesan users must respect the confidentiality of other people's electronic communications and may not attempt to "hack" into other systems, or use other people's login IDs without authorization, or "crack" passwords, or breach computer or network security measures, or monitor electronic files or communications of other clients or third parties except by explicit direction of company management.

No e-mail or other electronic communication may be sent which attempts to hide the identity of the sender, or represents the sender as someone else or from another company.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system or deliberately or willfully use electronic media or services to cause damage to computer equipment or software, or assist others in doing so.



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It is a violation of this policy for any employee to use outside materials (games, disks, and personal software) on office and laptop computers. Diocesan employees are strictly prohibited from making hardware and software changes to computer equipment.

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 law, copyright owner, academic use or a single copy for reference use only.

Any messages or information sent by a user to one or more individuals via an electronic network are statements identifiable and attributable to the Diocese, must comply with this and other Diocesan policies, and may not disclose any confidential or proprietary information

The use of chat rooms is prohibited. An authorized alternative is the use of Project Discussion Groups.

Any information created for broad public dissemination through electronic media must have the approval of Management. Additionally, modification of forms is prohibited without Management approval.

Access to the Diocesan system through home and/or private computers is allowed only after agreement by Management and the Diocese Technology Services Office.

Any employee or client found to be abusing the privilege of Diocesan-facilitated access to electronic media or services will be subject to disciplinary action including risk of having the privilege removed.

V. Social Media & Text Messaging

While the Diocese respects the right of employees to use social media and networking sites, as well as personal websites and blogs, it is important that employees' personal use of these sites does not damage the reputation of the Diocese, its employees, or its students or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.



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When using any means of social media or text messaging, employees are required to use the following guidelines:

- Youth under the age of 18, including students, volunteers, etc., are not to be included as “friends,” “followers,” or any other similar terminology used by various sites.
- All communication with youth under the age of 18 must include their parent or guardian and be only for reasons related to school, volunteer activities, etc., and never for the purpose of sharing or requesting personal information.

If the Diocese believes that an employee’s activity on any means of social media social violates its policies, the Diocese will request that the employee cease such activity; and dependent upon the severity of the incident, the employee may be subject to disciplinary action.

VI. Security

The Diocese Technology Services Office will be responsible for security of Diocesan electronic media and services.

All Fax cover sheets will contain the following statement:

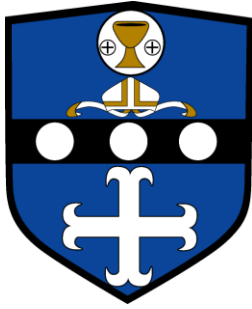
The information contained in this communication is privileged and confidential and is intended solely for the use of the individual(s) to whom this communication is directed. If the reader of this communication is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and return this communication to us via the United States Postal Service. Thank you.

Users must ensure that adequate security measures have been taken to protect Diocesan data. No PC should be left powered on while the user is away from the office for any period of time.

Use of a public Internet Service Provider outside that of the Diocesan system can, in certain circumstances, present security risks to Diocesan information. Because of the diversity in connection styles and ingenuity of some individuals in our current day society, use of a public Internet Service Provider in addition to that of the Diocese is prohibited.

VII. Email

Email services are available for Diocesan employees to conduct and communicate Diocesan business. Incidental personal use of email is allowed with the understanding that the primary use be job-related, and that occasional use does not adversely impact work responsibilities or the performance of the network and should never involve inappropriate or offensive content.



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Email services are provided only while a user is employed by the Diocese and once a user's electronic services are terminated, employees may no longer access the contents of their mailboxes, nor should they export their mailbox to a personal account before departure.

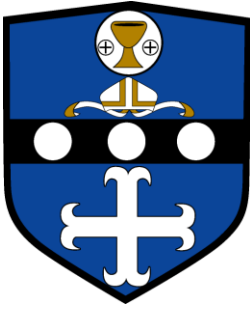
Email users are advised that electronic data (and communications using the Diocesan network for transmission or storage) may be reviewed and/or accessed by authorized diocesan officials for purposes related to diocesan business. The Diocese of Altoona-Johnstown has the authority to access and inspect the contents of any equipment, files or email on its electronic systems.

Staying Current: Official diocesan communications such as urgent email, monthly mailings, and meeting notifications should be read on a regular basis since those communications may affect day-to-day activities and responsibilities.

Personal email is not to be used to conduct diocesan business or communications under any circumstances.

IX. Conclusion

All users must respect the use of the electronic media. In doing so, we have the means to inform, educate and enlighten a vast number of people. We are obligated to use the electronic tools in a manner reflective of the mission of the Diocese.



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**STANDARDS FOR THE UTILIZATION
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USER AGREEMENT FORM**

- I have read and understand the requirements under this policy
- I understand that access to the Diocese of Altoona-Johnstown internet; e-mail and other forms of electronic access is for the benefit of the Diocese and related ministries
- I agree to abide by this policy as stated and understand that any violation of its requirements will result in disciplinary action including termination of employment
- I release the Diocese, its employees and related agents from any claims and damage arising from my use of any forms of provided electronic access

Employee Name (printed)

Employee Signature

Date