

ARCHDIOCESE OF GALVESTON-HOUSTON

Internet Access and Use Policy

May 13, 2003

As part of the Archdiocese of Galveston – Houston’s commitment to the utilization of modern technology, many of our employees have access to the Internet. Internet access is provided to enhance each employee’s ability to further the goals of the Diocesan mission.

The equipment, software and network capacities provided through the Archdiocesan computer services are and remain the property of the Archdiocese. All users are expected to conduct his/her on-line activities in an ethical manner consistent with the moral teachings of the Roman Catholic Church. The use of these resources is a privilege and not a right. Access and use of the Internet in a manner contrary to the moral teachings of the Church will result in the immediate loss of the privilege to access and use the Internet, and may result in termination of employment.

Inappropriate or unacceptable use(s) of the Internet includes, but is not limited to, violations of state or federal law, the rules of network etiquette, or threatening the integrity or security of any network connected to the Internet. In order to ensure compliance with the law, and to protect the Diocese and each employee, the following is effective immediately:

- 1. Access to the Internet is limited to official Diocesan business. Employees using the Diocese’s name or accounts are acting as representatives of the Diocese. As such, employees should act so as not to damage the reputation of the Diocese.**
- 2. Employees are prohibited from accessing the Internet for personal use. Use of the Internet for personal financial or commercial gain, product advertisement, political lobbying or the sending of unsolicited junk mail or chain letters is prohibited.**
- 3. The induction of viruses, or malicious tampering with any computer system, is expressly prohibited. Any such activity will result in immediate termination of employment. Files, which are downloaded from the Internet must be scanned with virus detection software before installation or execution. All appropriate precautions should be taken to detect for a virus and, if necessary, to prevent its spread.**
- 4. The transmission of any material in violation of any state or federal law, including, but not limited to, pornographic or obscene material, threatening or harassing messages, copyrighted material, or material protected by trade secret is prohibited.**
- 5. The display or transmission of messages, images, cartoon or the transmission or use of E-mail or other computer messages that are sexually explicit is prohibited.**

6. **Employees shall not place Diocesan material on any publicly accessible Internet computer. All posting for the Diocesan web page must be approved by the Moderator of the Curia through the Director of Communications.**
7. **Alternated Internet Service Provider connections to the Diocesan internal network are not permitted.**
8. **The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Employees must understand that the Diocese cannot guarantee the privacy of confidentiality of electronic documents and any messages that are confidential should not be communicated over E-mail.**
9. **Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder. Any infringing activity by an employee may be the responsibility of the organization. Therefore, the Diocese reserves the option to hold employees liable for their actions.**
10. **The Diocese reserves the right to inspect an employee's computer system for violations of this policy. Any information contained on a Diocesan computer hard drive or in disks provided by the Diocese is considered property of the Diocese.**

I HAVE READ THE ARCHDIOCESE OF GALVESTON – HOUSTON'S INTERNET ACCESS AND USE POLICY AND AGREE TO ABIDE BY IT AS CONSIDERATION OF MY CONTINUED EMPLOYMENT WITH THE ARCHDIOCESE. I UNDERSTAND THAT ANY VIOLATION OF ANY OF THE ABOVE PROVISIONS OF THIS POLICY WILL RESULT IN THE IMMEDIATE LOSS OF MY ACCESS TO THE INTERNET AND MAY RESULT IN TERMINATION OF MY EMPLOYMENT.

Employee Signature

Date