

DIOCESE OF JUNEAU

POLICIES AND PROCEDURES

FOR THE USE OF THE

INTERNET, INTRANET SERVICES AND INTERNET EQUIPMENT

JANUARY 2006

I. PURPOSE

To provide guidelines for Diocesan employees & volunteers regarding internet, intranet, and e-mail services.

II. POLICY

Internet and Intranet services are provided by the Diocese of Juneau to support open communications and exchange of information and the opportunity for collaborative Diocesan-related work and activities. The Diocese encourages the use of electronic communications by its employees and volunteers. Although access to information and information technology is essential to the mission of the Diocese and its users, use of Internet & Intranet access is a revocable privilege. Conformance with acceptable use, as expressed in this policy statement, is required. Employees and volunteers of the Diocese are to maintain and enforce these guidelines. The Diocese will make a reasonable effort to inform employees of this acceptable use policy. It is the user's responsibility to inquire when in doubt or if questionable, if this is an acceptable or unacceptable use prior to use. Compliance with applicable acceptable use restrictions is mandatory. The Diocese encourages and supports reasonable business use of e-mail and the internet.

III. PROVIDER

The only authorized Internet services provider for the Chancery Offices of the Diocese of Juneau is **GCI**. All Chancery employees and volunteers using Diocesan computers and internet equipment are given a **GCI e-mail address** and are required to use only that address when using Diocesan equipment and conducting Diocesan business.

Users of internet and intranet services provided by the Diocese of Juneau are expected to:

1. Respect the legal protection provided by copyrights and licenses to programs and data. The Information Technology (IT) Office will download and install all software. Any software installed becomes the property of Diocese of Juneau, to comply with copyright requirements.
2. Know and follow the generally accepted etiquette of the Internet. For example, use civil forms of communication.
3. Not use e-mail to harass employees or other persons through profanity; sexual or other offensive language; racial, religious, or other discriminatory comments.

Specific Acceptable Uses:

1. Communication and information exchange directly related to the mission or work of the Diocese of Juneau.
2. Communication and exchange for professional development, to maintain current training or education, or to discuss issues related to the user's Diocese of Juneau activities.

3. Use in applying for or administering grants or contracts for Diocese of Juneau research or programs.
4. Use for advisory, standards, research, analysis and professional society activities related to the user's Diocese of Juneau work and duties.
5. Announcement of new Diocese of Juneau procedures, policies, services, programs, information or activities.
6. Any other Diocesan administrative communications not requiring a high level of security.

Specific Unacceptable Uses:

1. Use of the Internet & Intranet for any purpose which violates a Federal, State or Local Law.
2. Use for any for-profit activities unless specific to the charter, mission of the Diocese of Juneau.
3. Excessive use for purposes not directly related to the mission, charter or work tasks of the employee.
4. Use for private business, including commercial advertising.
5. Use for access to, or distribution of:
 - a) Material sent or received in violation of the Protection of Children Against Sexual Exploitation Act of 1977, as amended 18 U.S.C. 2252.
 - b) Sexually oriented material, including pictures, jokes, poems, e-mails, etc.
 - c) Pornography
- 6 **Use and/or access to and distribution of computer games that have no bearing on the Diocesan mission.** Some games that help teach, illustrate, train or simulate Diocesan-related issues may be acceptable for use by clients and Diocese of Juneau employees.
6. Use of Diocese of Juneau -provided Internet & Intranet access that interferes with or disrupts network users, services or equipment.
7. Intentionally seeking out information on, obtaining copies of, or modifying files or other data which are confidential under federal, state or local law, unless specifically authorized to do so once the legal conditions for release are satisfied.
8. No intentional copy is to be made of any software, electronic file, program or data using Diocese of Juneau provided Internet services without a prior, good faith determination that such copying is, in fact, permissible. Any efforts to obtain permission should be adequately documented.
9. Intentionally seeking information on, obtaining copies of, or modifying files or data belonging to others without authorization of the file owner other than as authorized in this Policy. Seeking passwords of others or the exchanging of passwords is specifically prohibited. If rights to other files or folders on the network are needed to complete job functions, the user will seek help from their supervisor or IT office.
10. Users intentionally representing themselves electronically as others, either on the Diocese of Juneau Intranet or elsewhere on the Internet, unless explicitly authorized to do so by those other users. Users shall not circumvent established policies defining eligibility for access to information or systems.
11. Intentionally developing programs designed to harass other users or infiltrate a computer or computing system and/or damage or alter the software components of same.
12. Although fund raising or public relations activities not specifically related to Diocese of Juneau activities are allowable within the Diocese of Juneau community, they may not be pursued using the Internet at Diocese of Juneau.

Additional Guidelines:

1. Computer Virus on Downloaded Software: Any software obtained from the Internet should be checked for viruses prior to use on Diocese of Juneau equipment.
2. E-mail security, electronic mail, or any information sent or received on the Internet cannot be expected to be secure.
3. Disclaimers: Users should avoid being drawn into discussions where disclaimers like "this represents my personal opinion and not that of the Diocese of Juneau" need to be used. When you are using Internet services provided by Diocese of Juneau, users need to remember that they are representing Diocese of Juneau.
4. Excessive use of personal e-mail messages using Diocese of Juneau e-mail is prohibited. The Diocese of Juneau recognizes the need for employees to use the e-mail and telephones for personal use; however, this is to be limited to a reasonable amount of time and may be reviewed by the supervisor.
5. Never say anything in an e-mail message that you would not want to see on the front page of the newspaper or that you would not want an unintended person to read.

NO EXPECTATION OF PRIVACY: Diocese of Juneau employees and volunteers have no expectation of privacy in their e-mail communications. Employee e-mail correspondence may be read by other employees.

Computers and other office equipment furnished to employees and volunteers are the property of Diocese of Juneau. As such, when Diocese of Juneau deems it necessary, computer usage and files may be monitored or accessed and the Diocese of Juneau may obtain access to any office equipment.

Internet & Intranet communications to and from Diocese of Juneau employees and volunteers are presumed to be work-related. Diocese of Juneau computers and any data stored in them are the property of Diocese of Juneau, and may be accessed at any time by authorized personnel of Diocese of Juneau. Employees and volunteers should not expect privacy in the use of Diocese of Juneau computers.

Supervisors are responsible for their employees' and volunteers compliance with the provisions of this policy and for investigating non-compliance. When an instance of non-compliance with this policy is discovered or suspected, the Diocese shall proceed in accordance with Diocese of Juneau Personnel Policies. Suspension of service to users may occur when deemed necessary to maintain the operation and integrity of the Diocese of Juneau Internet work. This policy is to be signed by all employees and volunteers and filed in each employee's/volunteers personnel file. The signature of the employee/volunteer constitutes acknowledgment of their obligation to abide by this policy.

The primary purpose of Internet/Intranet at Diocese of Juneau is for business. Diocese of Juneau reserves the right to routinely monitor Internet and e-mail used by individuals.

Violations of this policy may result in possible personnel action up to and including termination and/or civil liability. After reading and signing this policy, Diocesan employees and volunteers have 48 hours to clear any material that does not conform to this policy from any Diocesan equipment.