



## **Catholic Diocese of Sandhurst**

### **Email and Internet Policy**

## 1. Introduction

- 1.1. Email and internet facilities are provided as a resource to enable both you and the Catholic Diocese of Sandhurst (the Diocese) to perform services efficiently. As with all resources, monitoring usage forms an integral part to ensure that it is used appropriately.
- 1.2. If you use email or internet access inappropriately such as to sexually harass another worker or distribute material that is racially vilifying, the Diocese can be held vicariously liable for your behaviour. The Diocese needs to ensure that there is no illegal or inappropriate use associated with email and internet usage.
- 1.3. The Diocese allows you to use its email and internet facilities for limited personal use so long as it complies with the Diocese's Code of Conduct and does not interfere with your duties. For example, internet banking during a lunch break is acceptable. However, the Diocese reserves the right to withdraw this privilege if it is abused.

## 2. Scope

- 2.1. The policy applies to employees as well as religious (priests, brothers, sisters, seminarians), and volunteers, contractors and visitors who use the Diocese's email and internet facilities.
- 2.2. Where an agency of the Diocese has adopted its own email and internet policy, then the agency is to make reference to the principles contained within this document.

## 3. Purpose

- 3.1. The purpose of this policy is to set out the appropriate standards for the use of email and internet facilities of the Diocese.
- 3.2. This protocol is not a term of any contract, including any contract of employment. The Diocese may vary it from time to time.

## 4. Policy

### 4.1. Email and Internet Usage:

- You are expected to use the Internet responsibly and productively for job-related activities. Personal use must be kept to a minimum.
- Job-related activities include research and educational tasks that may be found via the Internet that would help in your role.
- All Internet data that is composed, transmitted and/or received by the Diocese computer systems is considered to belong to the Diocese and is recognised as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services and technology used to access the internet are the property of the Diocese, which reserves the right to monitor internet traffic as well as monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the Diocese email system should not contain content that is deemed offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads may be monitored and/or blocked by the Diocese if they are deemed to be harmful and/or not productive to business.
- The installation of software without the approval of the Diocese is prohibited.

### 4.2. Unacceptable use of the internet includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.
- Sending or posting discriminatory, harassing, or threatening messages or images on the internet or via email.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy.

- Stealing, using, or disclosing someone else's password without authorisation.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorisation.
- Sharing confidential material, trade secrets, or proprietary information outside of the organisation.
- Hacking into unauthorised websites.
- Sending or posting information that is defamatory to the Diocese or its employees.
- Introducing malicious software onto the company network and/or jeopardising the security of the electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing off personal views as representing those of the Diocese.
- Internet gambling.

4.3. If you are unsure about what constituted acceptable internet usage, then you should ask your supervisor for further guidance and clarification.

4.4. All terms and conditions as stated in this document are applicable to all users of the Diocese network and internet connection. All terms and conditions, as stated in this document, reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above.

## 5. Breach of Policy

5.1. Where an employee is suspected of breaching any obligation, duty or responsibility within this Policy this may result in disciplinary consequences such as, remedial education, counselling, suspension, termination of his or her employment.

## 6. User declaration of compliance

I understand and will abide by this email and internet policy.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 7. Approval

Approved by	Signature	Date
Bishop Leslie Tomlinson		1.7.18

## 8. Revision History

Version	Date	Revised By	Description of Revision	Next Review
1.0	1/07/2018	Child Safety Officer	New Policy	1/07/2020