

# Diocese of Pensacola-Tallahassee Internet Usage Policy

## 1.0 Purpose

This policy statement is intended as a reminder and a set of guidelines for staff members and volunteers as to the appropriate use of Diocesan computing resources for accessing information via the Internet.

## 2.0 Scope

All staff members and volunteers using Diocesan equipment to access the Internet will be provided a copy of this policy and are subject to the guidelines presented here.

## 3.0 Policy

### 3.1 Acceptable Use

Appropriate uses of the Internet include instruction, study, research, and official work of diocesan organizations. As with other communication devices, reasonable personal use of the Internet connection is acceptable, as long as the privilege is not abused. Computer resources are provided in part to allow members of the community to learn, explore, and grow. The Diocese of Pensacola-Tallahassee, as part of its network security procedures, can and as necessary will, track Internet usage. This tracking can include sites visited, time spent, downloads and uploads made by location and/or individual user.

### 3.2 Unacceptable Use

No staff member or volunteer may use the Diocese's Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code. No staff member may use Diocesan equipment knowingly to download or distribute pirated software or data. No staff member or volunteer may use the Diocese's Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user. This includes but is not limited to streaming audio and/or video, installing memory-resident programs that require constant connectivity to the Internet, downloading entertainment software or games, playing games against opponents over the Internet and downloading of large files not related directly to your duties as a staff member or volunteer of the Diocese.

Additional details can be found in the *Diocesan Code of Conduct for Church Personnel and Volunteers*, section 5 "Harassment."

### 3.3 User Responsibilities

Staff members or volunteers with access to the Internet and the services provided through the connection offered by the Diocese of Pensacola-Tallahassee including but not limited to: email, IM, social media sites, blogs and text messaging, accept the following responsibilities; they must ensure that their actions do not reflect adversely on the Diocese, the access provided is not to be used for transmission of morally inappropriate, violent, or sexually explicit messages or images, it may not be used to solicit for commercial or personal ventures or to benefit any organization not affiliated with the Diocese. All communications done via the Internet are to be held to the same professional standards as with any other business communications. In addition, users must ensure that their conduct in public forums, email, and the Internet, conforms to the teachings of the Catholic Church.

Further clarification can be found in the *Diocesan Code of Conduct for Church Personnel and Volunteers*, section 3.6 regarding Internet and social media communication; specifically sections 3.6.3 "Personal web sites," section 3.6.4 "Blogs," and section 3.6.5 "Inappropriate Language and Images."

### 3.4 Representation of the Diocese of Pensacola-Tallahassee and its affiliated organizations

#### 1. Authorized Representation

If a member of the Diocese of Pensacola-Tallahassee has been authorized to create, update or otherwise maintain a web-based site, per the Diocese or an acknowledged representative

thereof, the individual performing these responsibilities are to receive formal approval for these postings prior to publishing to the Internet for general viewing. Any and all legal responsibilities regarding copyright, photo releases, and privacy are to be addressed and documentation showing compliance with Diocesan and legal guidelines must be obtained prior to publishing electronic information.

## **2. Unauthorized Representation**

Any representation of the Diocese of Pensacola-Tallahassee or its schools, parishes, or other diocesan entities on *personal* internet sites or social networking pages is prohibited without express permission from the Bishop and the Diocesan Communication department. Any postings on personal sites that reference the Diocese of Pensacola-Tallahassee must post in plain sight a disclaimer stating these views are not approved by the Diocese and are strictly those of the owner of the site. No logos or other copyrighted Diocesan images are to be posted without prior approval from the Diocese. Photos subject to copyright cannot be posted without written permission obtained beforehand from the Diocese. Any other legal releases for photos of diocesan members must be obtained from the individuals as necessary; the diocese has no obligation regarding nor do we assume any responsibility for postings on personal internet and/or social networking sites.

## **3. Release of Information**

Staff members and volunteers releasing protected information via a newsgroup or chat, whether or not the release is intentional, will be subject to all penalties under existing data security policies and procedures as well as possible legal actions. The Diocese retains the copyright to any material posted to any forum, newsgroup, chat or World Wide Web page by any employee or volunteer in the course of his or her duties.

### **3.5 Privacy**

The Diocese has no intent to monitor electronic communications as a standard practice. By using the electronic communications facilities owned and provided by the Diocese, however, staff members and volunteers consent to the interception of any electronic communications when activities are called into question. Any and all communications, personal or diocesan-related, made using Diocesan equipment become subject to the policies and guidelines of the Diocese of Pensacola-Tallahassee. The Diocese does not assume responsibility for content or intent of any personal communications made using diocesan equipment regards to legality.

### **3.6 Software and Data Copying**

All copyrighted software and computer data are protected by international and United States of America law. Copyrighted software or data cannot be copied or downloaded without the express written consent of the copyright holder. If you reproduce research materials from any Internet source, be sure to cite the source of the information on a list of references. Failure to do so may constitute plagiarism. The Diocese of Pensacola-Tallahassee does not accept the use of Internet resources to abuse or evade the legal protection of intellectual property.

### **3.7 Violations of System Security**

The Diocese restricts access to its computing resources, and requires that users identify their accounts with a username and password. Sharing your account information, log on and password with others is prohibited. Deliberately violating system security, attempting to violate system security, and exploiting holes in system security on any Diocesan system are prohibited and will not be tolerated. If you find a breach in the security of any Diocesan system, notify the Diocesan I.T. Department or your supervisor immediately.

### **3.8 Transfer of Data not Using Email**

Files containing sensitive Diocese data as defined by existing corporate data security policy that are transferred in any way across the Internet must be encrypted. Data transfer to private, known and secure locations can be transferred without encryption with I.T. Department approval.

### 3.9 System Security

The Diocese of Pensacola-Tallahassee uses anti-virus software and requires all equipment on diocesan networks to have current anti-virus software installed and be configured to update regularly. A standard program is used throughout the diocese and may be purchased from the I.T. Department, but alternatives are acceptable on separate networks if approved by the Diocesan I.T. Department. Other programs that scan and remove other malicious software are to be used as necessary and kept current. Diocesan employees and volunteers should be aware of measures to be taken to prevent infection of their computers and/or networks by such malicious code. Following links to web sites from unknown senders or pop-up windows are suspect. These electronic invitations should be disregarded; any questions should be directed to the I.T. Department.

### 3.10 Communication Platforms

Effective July 17, 2020, until further notice, due to security concerns expressed by the U.S. Government and various agencies, the Diocese of Pensacola-Tallahassee cautions that using the “free” version of Zoom™ specifically is not recommended for use with minors. For users choosing to ignore this recommendation, we require using web browser sessions, not local installs, with proper security options enabled. Paid versions of Zoom™, updated, web-based, and with proper security options enabled, are permitted for use with minors.

There are other options available that have been satisfactorily tested and approved, specifically RingCentral™ Meetings, Microsoft Teams, Cisco WebEx™, and Google HangOuts™. There are other acceptable tools; please contact the Diocesan I.T. Department for a complete list.

### 4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment and possible criminal prosecution, if deemed reasonable and appropriate.

Guidelines to follow, if you suspect an employee, volunteer, contractor, or other person working within the Diocese of violating this policy can be found in the *Diocesan Code of Conduct for Church Personnel and Volunteers* section 8 “Reporting Ethical or Professional Misconduct.”

### 5.0 Definitions

<b>Term</b>	<b>Definition</b>
Internet site	any web-based page or pages that can be viewed on the Internet using any sort of web-based browser program; including but not limited to web sites, any blog or blog-like sites, any video or photo posting sites
Social Networking site	any site for sharing personal information with invited viewers or anyone using a browser on the Internet including but not limited to: FaceBook, MySpace, LinkedIn, Praxo or anything similar.
Staff Member	Any paid employee, volunteer, contractor or other person working at a diocesan entity and under the supervision of Diocesan paid personnel.
Publishing	saving an electronic document to in Internet for viewing with browser software
Log on	any unique indentifying name used to access software systems
Password	any combination of letters, numbers, characters used to protect and provide individual access to a program, system, computer, file or Internet site
Document	any kind of file that can be read on a computer screen as if it were a printed page, including the so-called HTML (HyperText Markup

Language) files read in an Internet browser, any file meant to be accessed by a word processing or desk-top publishing program or its viewer, or the files prepared for the Adobe® Acrobat© reader and other electronic publishing tools

Graphics

includes photographs, pictures, animations, movies, or drawings

Display

includes monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions and virtual-reality tools

## 6.0 Revision History

**21 August 2012: Section 3.3 (addition)** Staff members with access to the Internet and the services provided through the connection offered by the Diocese of Pensacola-Tallahassee, **including but not limited to: email, IM, social media sites, blogs and text messaging,**

July 18, 2013: Change: All staff members using Diocesan equipment to access the Internet will be provided with a written copy of this policy and are subject to the guidelines presented here.

**Sep. 12, 2016: (addition) 4.0 Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment **and possible criminal prosecution, if deemed reasonable and appropriate.**

Sep 26, 2017: section 3.2: addition: **Additional details can be found in the *Diocesan Code of Conduct for Church Personnel and Volunteers*, section 5 “Harassment.”**

Sep 26, 2017: section 3.3: Addition: **Further clarification can be found in the *Diocesan Code of Conduct for Church Personnel and Volunteers*, section 3.6 regarding Internet and social media communication; specifically sections 3.6.3 “Personal web sites,” section 3.6.4 “Blogs,” and section 3.6.5 “Inappropriate Language and Images.”**

Sep 26, 2017: section 4.0: Addition: **Guidelines to follow, if you suspect an employee, volunteer, contractor, or other person working within the Diocese of violating this policy can be found in the *Diocesan Code of Conduct for Church Personnel and Volunteers* section 8 “Reporting Ethical or Professional Misconduct.”**

Sep. 27, 2018: Sec. 1.0: Change: ~~Staff members~~ **Staff member and volunteers**

Sep. 27, 2018: Sec. 2.0: Change: ~~Staff members~~ **Staff member and volunteers**

Sep. 27, 2018: Sec. 3.2: Change: ~~Staff members~~ **Staff member or volunteers**

Sep. 27, 2018: Sec. 3.3: Change: ~~Staff members~~ **Staff member or volunteers**

Sep. 27, 2018: Sec. 3.4.3: Change: ~~Staff members~~ **Staff member and volunteers**

Sep. 27, 2018: Sec. 3.5: Change: ~~Staff members~~ **Staff member and volunteers**

Apr 6, 2020: Sec 3.10: **(addition)** entire paragraph

Jun. 24, 2020: Sec 3.10: **Change: April, 2020 June 24, 2020**

Jun. 24, 2020: Sec 3.10: **Addition:** no longer be used **with minors.**

Jul. 17, 2020: Sec 3.10: Change: ~~Effective June 24, 2020,~~ **Effective July 17, 2020,**

Jul. 17, 2020: Sec 3.10: Change/Addition: ~~recommends that Zoom™ specifically and other third-party vendor communication platforms no longer be used with minors~~ **cautions that using the “free” version of Zoom™ specifically is not recommended for use with minors**

Jul. 17, 2020: Sec. 3.10: **Addition: For users choosing to ignore this recommendation, we require using web browser sessions, not local installs, with proper security options enabled.**

Jul. 17, 2020: Sec. 3.10: **Addition: Paid versions of Zoom™, updated, web-based, and with proper security options enabled, are permitted for use with minors.**