

## **OFFICE VOICEMAIL, E-MAIL AND INTERNET SYSTEMS**

### **Access to Voice and Computer Communications**

Although the Diocesan voicemail and computer systems (e-mail and web) are provided for business purposes, the Diocese recognizes that employees may make incidental use of these systems for personal messages during lunch or break periods. All of these voice mail, e-mail and computer systems belong to the diocese; the contents are accessible to the diocese to search at any time, without employee consent, for any reason. Anything sent, received, stored, or shared on any Diocesan voicemail or computer system may be read, listened to or copied by the diocese because they belong to the diocese.

### **Password Control**

A record of all passwords (voicemail and computer) used by all Diocesan employees is maintained by the Manager of Information Systems Department (MIS), or designated individual at the Parishes. Every employee is required to disclose his or her password to MIS upon being given initial access to these systems and when any change is made to a password. This will enable management to access Diocese systems when necessary - for example, in emergencies when employees are unavailable to access the systems themselves. Unless authorized to do so, employees are not permitted to use any password except their own to gain access to any part of Diocesan voicemail or computer systems.

### **Use of Electronic Systems** (fax, copiers, computers, laptops, etc.)

Diocesan Electronic Systems may be used only in a responsible manner. The following policies apply to all use of this system:

- This system is not to be used to send or receive any communication or material that may reasonably be perceived as offensive, disruptive, discriminatory or harassing.
- This system is not to be used to send or receive any communication or material that disparages or ridicules any individual or entity.

### **Private Phone Calls**

- Employees may need to send and receive private phone calls during business hours. These calls are to be kept to a minimum and any long distance calls sent from business phones need to be reimbursed.
- It is also important to respect the need for quiet in the workplace and to try to use cubicle or workplace voice etiquette while using the phone.