

**APPENDIX D**  
**Archdiocese of Baltimore**  
**Computer Use & Internet Policy**

**I. Overview**

The Internet is a worldwide telecommunications network of networks that links millions of users and computers. Government, corporate, commercial and educational entities are linked, permitting Internet users to easily access and share vast stores of information. The Internet is an important resource for the Archdiocese to provide better, cheaper and faster services to parishes and schools. The Archdiocese will creatively use the Internet to improve services and contribute broadly to the mission of the Church. The connection to the Internet and related facilities provided by the Archdiocese of Baltimore (the "Internet Facilities") exist to facilitate the official work of the Archdiocese.

The Internet Facilities are provided for employees and authorized persons affiliated with the Archdiocese for the efficient exchange of information and the completion of assigned responsibilities consistent with the mission of the Archdiocese. The use of the Internet Facilities by any employee or other person authorized by the Archdiocese (the "Users") must be consistent with this Policy (including all security and confidentiality provisions set forth therein).

**II. Policy**

This policy is intended to identify the principles of Acceptable Use and Unacceptable Use of the Internet Facilities; define Archdiocesan rights; address Enforcement and Violations provisions; and set forth the Employee Internet Access Disclosure Statement that employees granted access privileges will be required to acknowledge and sign.

**III. Principles of Acceptable Use**

Archdiocese of Baltimore Internet Users are required:

1. To respect the privacy of other Users; for example, Users shall not intentionally seek information on, obtain copies of, or modify files or data maintained by other Users, unless explicit permission to do so has been obtained;

2. To respect copyright and license agreements for software, digital artwork, and other forms of electronic data;
3. To protect data from unauthorized use or disclosure as required by state and federal laws and Archdiocesan regulations;
4. To respect the integrity of computing systems: for example, Users shall not use or develop programs that harass other Users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system;
5. To limit personal use of the Internet Facilities and equipment to that which is incidental to the User's official assignments and job responsibilities;
6. To safeguard their accounts and passwords. Accounts and passwords are normally assigned to single Users and are not to be shared with any other person without authorization. Users are expected to report any observations of attempted security violations.

#### **IV. Unacceptable Use**

It is not acceptable to use Archdiocese of Baltimore Internet facilities for activities unrelated to the mission of the Archdiocese, including:

1. For activities unrelated to official assignments and/or job responsibilities, except incidental personal use in compliance with this Policy;
2. For any illegal purpose;
3. To transmit, receive, or access threatening, libelous, defamatory, sexual, obscene or harassing materials or correspondence;
4. For unauthorized distribution of Archdiocese of Baltimore data and information;
5. To interfere with or disrupt network Users, services or equipment;
6. For private purposes, whether for-profit or non-profit, such as marketing or business transactions unrelated to Archdiocesan duties;
7. For any activity related to political causes;
8. To advocate religious beliefs or practices contrary to Roman Catholic teaching;
9. For private advertising of products or services;

10. For any activity meant to foster personal gain;
11. Revealing or publicizing proprietary or confidential information;
12. Representing opinions as those of the Archdiocese of Baltimore;
13. Uploading or downloading commercial software in violation of its copyright;
14. Downloading any software or electronic files without reasonable virus protection measures in place;
15. Intentionally interfering with the normal operation of any Archdiocesan Internet gateway.

#### **V. Archdiocese of Baltimore Rights**

Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq), notice is hereby given that there are NO facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and User access requests, and will monitor messages as necessary to assure efficient performance and appropriate use. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

The Archdiocese reserves the right to log network use and monitor file server space utilization by Users and assumes no responsibility or liability for files deleted due to violation of file server space allotments.

The Archdiocese reserves the right to remove a User account from the network.

The Archdiocese will not be responsible for any damages. This includes the loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained is at the User's risk. The Archdiocese makes no warranties, either express or implied, with regard to software obtained from the Internet.

The Archdiocese reserves the right to change its policies and rules at any time. The Archdiocese makes no warranties (express or implied) with respect to Internet service, and it specifically assumes no responsibilities for:

The content of any advice or information received by a User through the Internet Facilities or any costs or charges incurred as a result of seeking or accepting such advice;

Any costs, liabilities or damages caused by the way the User chooses to use the Internet Facilities;

Any consequence of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Archdiocese. The Archdiocesan Internet Facilities are provided on an as is, as available basis.

## **VI. Enforcement and Violations**

This policy is intended to be illustrative of the range of acceptable and unacceptable uses of Internet Facilities and is not necessarily exhaustive. Questions about specific uses related to security issues not enumerated in this policy statement and reports of specific unacceptable uses should be directed to the User's Division Director. Other questions about appropriate use should be directed to the User's supervisor. The Archdiocese will review alleged violations of the Internet Acceptable Use Policy on a case by case basis. Violations of the policy will result in disciplinary actions as appropriate, up to and including dismissal.