

7.0 Computer/Internet Use

Use of computers and internet connectivity should be consistent with the mission of the Church.

- 7.1** In their use of computers, equipment and other related resources maintained by an Archdiocesan entity, church personnel must respect the privacy of other users, respect copyright and license agreements, protect data from unauthorized use or disclosure, and safeguard their accounts and passwords.
- 7.2** In their use of computers, equipment and other related resources maintained by an Archdiocesan entity, church personnel must not use them for any illegal purpose. They must not transmit threatening, obscene or harassing materials or correspondence.
- 7.3** In their use of computers, equipment and other related resources maintained by an Archdiocesan entity, church personnel must not engage in unauthorized distribution of data and information. They must also refrain from revealing or publicizing proprietary or confidential information.
- 7.4** In their use of computers, equipment and other related resources maintained by an Archdiocesan entity, church personnel must not interfere with or disrupt network users, services or equipment.
- 7.5** In their use of computers, equipment and other related resources maintained by an Archdiocesan entity, church personnel must not advocate religious beliefs or practices contrary to Roman Catholic teaching. They must refrain from inappropriately representing opinions as those of the Archdiocese of Baltimore.
- 7.6** In their use of computers, equipment and other related resources maintained by an Archdiocesan entity, church personnel must be familiar with the Computer Use and Internet Policy of the Archdiocese of Baltimore, (Appendix D) as a standard, and discuss with their supervisor the policy for their site.
- 7.7** Instances of computer misuse should be reported to the supervisor or the appropriate Archdiocesan authority. Questions about appropriate or inappropriate use should be addressed to the Director of Information Technology.