

# **St. Elizabeth Ann Seton Parish**

## **Technology and Acceptable Use Policy**

**and**

## **Social media Policy for Employees**

**2018-19 ( fiscal ) Year**

St. Elizabeth Ann Seton Parish expects its employees to use of the Parishes' computer network, technologies and the Internet throughout the workday while keeping in mind our core mission and job duty at the center of its usage In offering this access, it is the expectation of Seton Catholic Parishes that the employees will use these electronic technologies for Parish mission purposes only. Employees are expected to use these technologies to perform job activities, job related research, or professional enrichment. Misuse of these technologies may lead to discipline of the offending employee.

### **Notice to Users**

All computers are privately owned computer systems and are the property of Seton Catholic Parishes, Inc.They are for AUTHORIZED use only. Unauthorized or improper use of this system may

result in administrative or disciplinary action and civil and criminal penalties. By acknowledging this agreement you indicate your awareness of and consent to these terms and conditions of use. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all users of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site and law enforcement personnel, as well as authorized officials of Seton Catholic Parishes, Inc, other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, backup and disclosure at the discretion of authorized Seton personnel.

Internet Use The Internet is a rich and valuable source of information for education. It is imperative that this resource be used with care and for educational purposes only.

Services that are disruptive to campus networks are prohibited.

Transmission or reception of obscene, abusive, sexually explicit, threatening language, or any illegal material is strictly prohibited.

**E-Mail**

The electronic mail network and connections at St. Elizabeth Ann Seton Parish are owned by St. Elizabeth Ann Seton Parish, Inc. and are intended to be used for Parish purposes only. All Employees that are issued an e-mail address and are expected to use said address for all Parish communications. Using non-school or Parish Email accounts to communicate with vendors, parishioners or students is not permitted.

E-mail messages sent from the Seton Email account are not intended to be used for private or personal matters. Employees should have no expectation of privacy when using the e-mail system. The St. Elizabeth Ann Seton Parish email system may not be used to operate a personal business. All illegal and improper uses of the electronic mail system are prohibited.

Wallpaper and backgrounds from other sources are permitted as long as wallpaper and backgrounds are obtained legally and are appropriate for an Parish setting.

**Computer Service**

All Seton issued equipment must be serviced by Seton's technology staff or by the Seton Technical support Class.

**Backups**

You are responsible for protecting own data. It is recommended you keep data safe on external drives or jump drives.

## **Passwords**

Passwords are permitted on employee computers, Databases, shared documents etc., but the password must be on record with the Technology staff.

## **Social Media**

### Guiding Principles

Online behavior should at all times demonstrate a Christ-centered respect for the dignity of each person.

The guiding principles and policies stated in Seton's Social Media Policy (Parish and Parish) and the

Archdiocesan Social media guidelines must be observed at all times.

Full text of referenced Social Media policies can be found at

<http://www.catholicsinrichmond.org/document-store>

and

[www.archindy.org/http://oce.archindy.org/library/documents/Public-Downloads/Guides/Social-Media-Guidelines/Social-Media-Guidelines---March-2012.pdf](http://www.archindy.org/http://oce.archindy.org/library/documents/Public-Downloads/Guides/Social-Media-Guidelines/Social-Media-Guidelines---March-2012.pdf)