
**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures**

Policy 2-7.1.19 Communications Technology

Diocese of Phoenix communications technology is provided for the benefit of the Diocese of Phoenix. Use of the communications technology must not interfere with productivity, the productivity of any other employee, or the operation of Diocese of Phoenix computer resources. Each employee is responsible for the content of all text, audio, or images that he or she creates, retrieves or sends using Diocese of Phoenix communications technology.

This policy applies to all communications technology that is owned or leased by the Diocese of Phoenix – including desktop and portable computer systems, fax machines, Internet and World Wide Web (Web) access, telephones, voice mail, electronic mail (e-mail), and the Diocese of Phoenix's intranet – that is used on, or accessed from, Diocese of Phoenix premises; or that is used in Diocese of Phoenix business. This policy also applies to all activities using any company-paid accounts, subscriptions, or other technical services, such as Internet and Web access, voice mail, e-mail and instant messaging. These policies apply whether or not the activities are conducted from Diocese of Phoenix premises.

Procedures at the Diocesan Pastoral Center:

- 1) No Right to Privacy in Communications
 - a) All Diocese of Phoenix computers, voice mail, e-mail, and instant messaging systems, and the data stored on them, are and remain at all times the property of the Diocese of Phoenix.
 - b) Communications transmitted over, or stored on Diocese of Phoenix computers, e-mail, voice mail and instant messaging systems, whether for business or non-business reasons, are not private or confidential.
 - c) All communications using Diocese of Phoenix telephone or computer systems are the property of the Diocese of Phoenix. The Diocese of Phoenix reserves the right to monitor, audit, delete and read stored e-mail, voice mail and instant messages. By signing the Acknowledgment of Communications Technology Policy, you are consenting to the Diocese of Phoenix's right to monitor the content of your telephone calls, e-mail and instant message communications.
 - d) Although you may have passwords to access computer, voice mail and e-mail systems, these technical resources belong to the Diocese of Phoenix, are to be accessible at all times, and are subject to inspections with or without notice. As such, the Diocese of Phoenix may override any password to inspect, investigate or search an employee's files and messages.
 - e) All data transmitted over or stored on Diocese of Phoenix electronic resources potentially is subject to disclosure to law enforcement or to other third parties without prior consent of the sender or the receiver.

**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures**

- 2) Unacceptable Uses of Communications Technology
- a) Downloading of programs or software, including upgrades, without prior permission.
 - b) Downloading games or other entertainment software or playing games over the internet.
 - c) Sending chain letters, gambling or engaging in any other activity in violation of the law.
 - d) Distribution of destructive programs, intentional damage or interference with others (hacking, distributing viruses, self-replicating code), or monitoring/intercepting electronic communications.
 - e) Making, viewing, sending or soliciting publicly accessible obscene files or sexually oriented messages or images.
 - f) Solicitation or operation of outside business ventures, political campaigns, unapproved religious causes, or soliciting money for personal gain.
 - g) Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws.
 - h) Sending, receiving, printing or otherwise disseminating Diocese of Phoenix confidential information.
- 3) Other
- a) Employees must comply with copyright laws governing the use of software, software licenses, and all other laws governing intellectual property and online activity. The Diocese of Phoenix prohibits the illegal duplication of software and/or its related documentation.
 - b) Users must immediately report violations of this policy to their supervisor.
 - c) Violation of this policy may result in disciplinary action. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the Diocese of Phoenix or fellow employees.
 - d) The Diocese of Phoenix does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the Diocese of Phoenix reserves the right not to provide a defense or pay damages assessed against an employee for conduct in violation of this policy.

All employees must be given the opportunity to read a copy of this policy. The employee may request a copy of this policy be given to him or her.

All employees must sign an acknowledgment form that should be kept in the employee's HR file.

See Form: [Acknowledgment of Communications Technology Policy](#)

**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures**

Policy: Communications Technology Signature Page

Approved by Bishop Thomas J. Olmsted on October 27, 2006