

Policy Manual
The Church of St. Joseph - Rosemount

Policy Name: ST. JOSEPH TECHNOLOGY ACCEPTABLE USE POLICY	Policy No.: 02:06:01	Effective Date: 1-1-2013 Revised Date:
Purpose Statement: St. Joseph community provides a God-centered, supportive, parish and academic environment which challenges its employees, students and parishioners to be part of a community and to form a clear conviction about what it means to be a Catholic in the world today. Recognizing that we are a "global village", technology has its rightful place among the many things that advance the human spirit. This policy is intended to outline the acceptable uses of technology at the Community of St. Joseph.		
Policy Description: COMMUNITY OF ST. JOSEPH - TECHNOLOGY USAGE POLICY Definition: references to technology in this policy document include computers, internet, wireless internet, telephones, printers, fax machines, copiers, SmartBoards and any other technology supplied by the Community of St. Joseph. A. Policy Guidelines The Community of St. Joseph provides authorized users access to its technology resources with the intention of increasing productivity, educating our children and enhancing parish-related communication. While this access has the potential to allow the user to do tasks faster or smarter, there is justifiable concern that it can also be misused. Such misuse can waste time, violate laws, ordinances or other Community of St. Joseph policies, garner negative publicity for the parish and potentially expose it to significant legal liabilities. The best way to determine if use is appropriate is to ask, "If I were doing this same activity in full view of all parishioners would this activity be approved of?" The two key tenants to this usage policy are: <ul style="list-style-type: none">• Users shall not do anything with the Community of St. Joseph technology resources that would otherwise be considered illegal, grossly inappropriate, or offensive to the established value system expressed by the Community of St. Joseph as a Christian, non-profit organization. Viewing or downloading inappropriate content, playing games, making personal long distance phone calls, sending non-Community of St. Joseph related mass mailings, and running a private business are obvious examples.• Users shall not waste or abuse Community of St. Joseph time and technology resources. Community of St. Joseph time and technology resources should be used to further the mission of our parish and not for personal gain. B. Detailed technology Policy Provisions <ul style="list-style-type: none">• Infractions of these policies constitute a misuse of Community of St. Joseph assets and therefore are considered a violation of Community of St. Joseph's Technology Usage Policy. Any such infraction may result in termination, suspension or other disciplinary actions.• Community of St. Joseph policy prohibits the sharing of user IDs or passwords. User IDs and passwords help maintain individual accountability for technology resource usage. Any user who obtains a St. Joseph ID/password must keep that password confidential.• Users are reminded that the Internet is not a secure method of communication. Neither proprietary information nor any information received in confidence by Community of St. Joseph, or the user, may be sent on the Internet unless prior approval is received from the Senior Pastor or the Administrator.• Obscene material may not be displayed, archived, stored, distributed, edited, or recorded using Community of St. Joseph technology resources. A user, who finds him or herself connected accidentally to a website that contains sexually explicit or offensive material, must disconnect from that site immediately and report the accidental connection to the appropriate staff member.		

Policy Manual
The Church of St. Joseph - Rosemount

- Social Media (Facebook, Twitter, etc.) should be used only as deemed appropriate for the purposes of furthering the Community of St. Joseph. Any use of social media for personal use should not conflict with the key tenants of this technology usage policy. Students and faith formation students should not access social media sites during the school day, classes or spiritual service.
- Only authorized software can be installed on Community of St. Joseph technology. Freeware, shareware and commercial software from the Internet may be subject to computer viruses, may not work properly, or may be subject to copyright infringement laws. Users may download only software for direct business use with permission of the church computer system administrator, and must arrange to have such software properly licensed and registered. Users may not use Community of St. Joseph Internet facilities to download pirated software or data, entertainment software or games, or to play games against opponents over the Internet. Software or files downloaded via the Internet may be used only in ways that are consistent with their licenses or copyrights.
- No user may use Community of St. Joseph's facilities to deliberately propagate any virus, worm, Trojan horse, trapdoor, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.
- Community of St. Joseph's technology resources must not be used to knowingly violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or local jurisdiction in any material way.
- Users should not have any expectation of privacy as to his or her technology usage. It is possible to monitor usage patterns and Community of St. Joseph will regularly inspect any and all files stored on Community of St. Joseph resources to the extent necessary to ensure compliance with this technology Usage Policy.
- During any Internet use, users are required to refrain from any activity or communication that would have a negative impact on Community of St. Joseph or the reputation of Community of St. Joseph. Users of Community of St. Joseph's technology shall identify themselves honestly, accurately and completely when corresponding or participating in interactive activities, and shall not send unsolicited mass electronic mail.
- Only those persons who are duly authorized to speak to the media or public gatherings on behalf of Community of St. Joseph on a particular subject may speak/write in the name of Community of St. Joseph to any blog, social media site, newsgroup or chat room. Other users may participate in blogs, newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves and should make that clear in their communication. Only those persons who are authorized to speak to the media or public gatherings on behalf of Community of St. Joseph on a particular subject may grant such authority to blog, newsgroup or chat participants.

Issued By:

<input type="checkbox"/> Parish Council	<input checked="" type="checkbox"/> Administration Commission
<input type="checkbox"/> Lifelong Faith Formation Commission	<input type="checkbox"/> Parish Life Commission
<input type="checkbox"/> Pastoral Ministry Commission	<input type="checkbox"/> School Commission
<input type="checkbox"/> Worship Commission	

I understand and agree to follow the Technology Acceptable Use Guidelines as outlined in this policy.

Parent Name _____ Date _____

Child (ren) Name(s) _____