

ACCEPTABLE USE OF TECHNOLOGY POLICY FOR CATHOLIC SCHOOL EMPLOYEES

Catholic Diocese of Wichita

Please read this document carefully before signing. All references to technology and its use and access refer to technology owned or provided by the Catholic Diocese of Wichita, Kansas.

The Diocese's goal in providing technology is to promote educational excellence by facilitating access to information, resources, tools, and communication. The use of technology is a privilege, not a right. All employees and students must act responsibly when using technology.

With access to people and information from all over the world comes access to material that may not be of educational value. All churches, schools and ministries in the Catholic Diocese of Wichita (collectively "Diocese") have taken precautions to restrict access to such material. While students are using technology at school, adult supervision must be provided. Weblogs ("blogs"), personal Web sites, social network applications, discussion forums, and other public Internet communications can be a valuable means for sharing experiences, ideas, and opinions. However, because of the ramifications that may stem from publicly posted material, these requirements for all Internet communications and applications are implemented.

Terms and Conditions

1. Security requires the use of strong passwords. Information regarding strong passwords can be obtained at <https://docs.microsoft.com/en-us/sql/relational-databases/security/strong-passwords>.
2. Use of technology shall be in support of education and research, consistent with the moral and educational standards of the Catholic Church, the Catholic Diocese of Wichita, and the Catholic school system.
3. Use of any information obtained via the Internet is at the user's own risk. The Catholic Diocese of Wichita specifically denies responsibility for the accuracy or quality of information obtained through the Internet. The Diocese does not guarantee the protection of privacy while using Diocesan technology, and there is no right of privacy for employees, students or volunteers using Diocesan equipment. The Catholic Diocese of Wichita reserves the right and the responsibility to monitor usage of Diocesan technology resources at any time and without prior notice.
4. Unacceptable technology/Internet behaviors include, but are not limited to:
 - Anything that violates Catholic morals, human dignity or any state or federal law or regulation, or municipal ordinance such as accessing or transmitting pornography or offensive messages of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials, using obscene or offensive language, possession, viewing, sending, or sharing sexually explicit pictures in any digital format or insulting or harassing another person or entity;
 - Circumvention of security protocols, procedures, or passwords, or in any way gaining unauthorized access to local, network, or internet resources, such as by hacking, using unapproved devices, utilizing another's password, leaving PowerSchool open and unattended when it is not in use;
 - Use of and/or sharing of passwords or accounts with anyone other than a network administrator for any reason other than troubleshooting purposes;
 - Alteration or attempt at alteration of resources in a manner inconsistent with their proper and primary use;
 - Intentionally introducing false or incorrect personal data into resources;
 - Accessing websites while on school property that are inappropriate and/or not part of an assigned lesson, or part of an employee's job duties;

- Using another employee's name, a student's name, or the Catholic Diocese of Wichita on any Internet site without administrative approval;
- Using any unauthorized storage device;
- Selling or purchasing any illegal items or substances;
- Creation, acquisition, or use of unauthorized, illegal, or pirated software;
- Obtaining and/or using anonymous e-mail sites, software known to be malicious (i.e., "free" file and music sharing software or websites such as Kazaa, Limewire, BitTorrent, etc.), spamming, blogging, spreading viruses/spyware/malware/ransomware;
- Causing harm to others or damaging their property such as:
 - 1) Cyberbullying, using profane, abusive or impolite language, threatening, harassing or making damaging or false statements about others, or accessing, transmitting or downloading offensive, harassing, disparaging materials or sexually explicit;
 - 2) Deleting, copying, modifying or forging other's names, e-mails, files, or data; disguising one's identity, impersonating other users, or sending anonymous communications;
 - 3) Damaging technology equipment, files, data or the network in any way including intentionally accessing, transmitting or downloading computer viruses, other harmful files or programs, or disrupting any computer system performance;
 - 4) Using any Diocesan technology or equipment to pursue hacking, internal or external to the Diocese, or attempting to access information protected by privacy laws; or
 - 5) Accessing, transmitting or downloading bandwidth intensive activities such as games, music or video files including chain letters or any type of pyramid schemes;
- Unauthorized use of any technology device such as cell phones, media players, or cameras;
- Any other use of technology, whether owned by the Diocese or not, which violates the Diocesan Code of Conduct, Safe Environment policy, or policies against harassment; or
- Violating the intellectual property or privacy rights of others.

5. SOCIAL MEDIA POLICY

The use of social media is becoming increasingly popular and, is being used as a tool to communicate important information. If utilized by a ministry, social media should be used as a means of effective communication and education rather than for befriending people or socializing. Every effort must be made to provide a safe and secure environment and to avoid the appearance of impropriety when using the internet and other social media as a ministry tool. Thus, ministries should keep the following guidelines in mind when considering the use of social media for communications that involve youth under the age of 18:

- **Personal Accounts:** Unless specifically authorized by a supervisor, social networking, blogging and other public Internet communications are not permitted in a personal account during work time or while using Diocesan equipment or connections. The use of personal social networking sites or personal social media sites for diocesan business is not allowed. Employees are personally responsible for material they post on a blog or Web site and could be held responsible for content posted by third parties on their personal blogs or web site. Personal sites should note, "The views expressed on this site are mine alone and do not necessarily reflect the views of my employer."
- **Ministry Accounts:** A ministry social networking account, blog or similar forum used for diocesan business should be created using business contact information and in the name of the ministry and must be authorized by the supervisor. The Code of Conduct for visitors to the site should be posted stating, "All posts and comments should be marked by Christian charity and respect for the truth. They should be on topic and presume the good will of other posters. Discussion should take place primarily from a faith perspective pursuant to the responsibilities of your position." Account administrators should be adult staff with VIRTUS certification, and there should be a minimum of two account administrators for each site. Sites must be monitored frequently (daily or every other day).

An employee's use of technology, especially Internet use on Diocesan computers, must be in accordance with the teachings of the Catholic Church and the policies of the Catholic Diocese of Wichita.

Guidelines for those working with youth (under age 18 or high school student): In addition to the guidelines noted previously under Social Media Policy:

- It is prohibited to friend a youth on your personal account if your role with that youth is that of a teacher, supervisor, youth minister, youth leader or coach.
- Social media may not be utilized for personal correspondence with minors or students.
- When social media is used for sending ministry related information, correspondence with minors or students (including texting, IM/chat or messaging), should always include the minor's or student's parent or guardian. The correspondence with parents does not need to be via the same technology (i.e. if a minor receives a reminder via Twitter, parents can receive it in a printed form or by an e-mail list). When communicating with youth via electronic communication, the primary purpose shall be for providing information related to a ministry or event and not for socialization or other personal interaction. Counseling of youth through such communication methods is prohibited.
- Acceptable hours for communication with youth via electronic communications are between 8:00 a.m. and 9:00 p.m. (with the exception of posting sport results) Communication outside of the acceptable hours may be used only in emergency situations or to communicate time sensitive information related to the ministry or ministry related event.
- Employees may not post or distribute personal identifiable information including pictures of any child under the age of eighteen without verifiable consent of a parent or guardian. Personal identifiable information includes full name, photos, home address, email address, telephone number or any information that would allow someone to identify or contact a child. "Tagging" pictures is only allowed with verifiable parental consent. Tagging is the ability to post a picture and label the people in the picture with their names.

REPORTING CONCERNS

Any employee who becomes aware of a violation of these guidelines should immediately notify their supervisor. Any employee who violates this policy may be subject to disciplinary action up to and including termination.

6. If a user violates any of these provisions, the following may result:
- Loss of access to technology or equipment provided by the Diocese;
 - Confiscation and searching of any unauthorized storage device or cell phones;
 - Disciplinary action of a student according to the school's and/or Diocese's code of discipline;
 - Disciplinary action of an employee, up to and including termination;
 - Contacting of the police and/or DCF (Department of Children and Families);
 - Legal action, if appropriate, to include liability for damages;
 - Suspected violation of federal, state, or local law will be referred to the proper legal authorities for disposition.

EMPLOYEE

- If I am a teacher or otherwise work with students, I will monitor student use of technology/computers to the best of my ability and will enforce this policy.
- As an employee of the Diocese, I understand that all use of technology, especially Internet use on Diocesan computers, must be in accordance with the teachings of the Catholic Church and the policies of the Catholic Diocese of Wichita.
- I understand that any personal use of the computer must be in accord with these guidelines and may not interfere with my professional responsibilities.
- I will use Diocesan technology and equipment for professional purposes or as documented in approved lesson plans.

- I accept responsibility to protect Diocesan technology, whether accessed through Diocesan or personal resources.
- I understand that, unless specifically authorized by a supervisor, blogging and other public Internet communications are not permitted during my work time or while using Diocesan equipment or connections.
- I understand that social networking sites may not be utilized to socialize with minors or students, and that correspondence with minors or students must always include the minor's or student's parent or guardian and should not be posted on a social networking site or app.
- I understand that I am personally responsible for material I post on a blog or Web site and that I could be held responsible for content posted by third parties on my personal blogs or web site.
- I understand that if I receive a sexually explicit picture I will delete it immediately and not forward it to anyone, except my supervisor.
- I accept responsibility for any damages or loss of data that may be caused by use of my personal computer in accessing Diocesan resources.
- While individuals retain intellectual rights to their products, I understand that any student or employee work created on Diocesan equipment is subject to review by the Diocese.

I will abide by the above Acceptable Use of Technology Policy for Employees. I understand that should I violate the regulations above, my access privileges may be revoked and disciplinary and legal action may be taken.

Employee's name (please print) _____

Employee signature

Date