

24. Use of the Information Technology, Email and the Internet

24.1. Diocesan Policy

The Catholic Diocese of Ballarat recognises that information technology (IT) is a vital part of our work environment. The purpose of this policy is to set out what constitutes acceptable use of the Catholic Diocese of Ballarat IT system by its employees, volunteers and contractors.

24.2. Application

This policy applies to all people in diocesan workplaces including staff (priests, seminarians and employees), volunteers, contractors and agents of the Diocese.

24.3. What is "the IT system"?

The IT system includes internet and email, hard drives, networks, electronic devices and other electronic communication systems and Internet-enabled applications.

24.4. Use of the IT system

The IT system must primarily be used for conducting the normal business of the Catholic Diocese of Ballarat. However, occasional and reasonable personal use of the IT system is acceptable, so long as it does not interfere with work in any way or purport to be an action of the Diocese.

Use of the IT system must comply with the following overarching requirements.

- Authorised users are granted access to diocesan resources, sensitive data and external networks on the basis that their use of the IT system will be responsible, ethical and lawful at all times.
- Authorised users are required to observe the Catholic Diocese of Ballarat policy, and comply with Australian or other local laws which may apply in accessing, distributing, creating, communicating and/or receiving material via the IT system.

In using the IT system, the following are strictly prohibited.

- Use of the Catholic Diocese of Ballarat domain names to conduct business other than official Catholic Diocese of Ballarat or Parish business;
- Use intended to humiliate, intimidate, abuse, offend or vilify another person;
- Accessing or transmitting any offensive material or pornography;
- Uploading, downloading or storing commercial software, games, music videos or other intellectual property in violation of its copyright;
- Any form of gambling, other than those sanctioned by the Catholic Diocese of Ballarat, such as a football tipping competition;
- Any use of the IT system that may cause embarrassment or loss of reputation to the Catholic Diocese of Ballarat;
- Any use of email or the internet to generate or forward to other people material that is inconsistent with the teachings of the Church or would otherwise discredit or in any way harm the Church;
- Use of the IT system that is designed to gain access to any service or data for the purpose of causing damage or harm; and
- Storing or transferring any information in breach of the Data Security Policy.

24.5. Implementation

The Catholic Diocese of Ballarat has the right to monitor the use of its IT systems by any user for legitimate business reasons, including compliance with this policy, compliance with any applicable laws and industry regulations, and where there is reasonable suspicion of activities that may violate this policy.

If requested to do so, individuals must provide any details reasonably requested to verify compliance with this policy.

All IT systems, including email and Internet accounts maintained on the Catholic Diocese of Ballarat computing systems, are the sole property of the Catholic Diocese of Ballarat.

Where appropriate, violation of this policy may result in disciplinary action, including termination of employment and/or legal action.