



# Catholic Diocese of Ballarat St Patrick's Cathedral Parish

## USE OF THE INFORMATION TECHNOLOGY SYSTEM

The Catholic Diocese of Ballarat and St Patrick's Cathedral Parish 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 and St Patrick's Cathedral Parish IT system by employees, volunteers and contractors of the Catholic Diocese of Ballarat and St Patrick's Cathedral Parish. The IT system includes Internet and email, hard drives, networks, Blackberry devices, electronic devices and other electronic communication systems and Internet-enabled applications.

This policy sets out the rules which must be complied with when using the IT system and is a direction to employees, volunteers and/or contractors of the Catholic Diocese of Ballarat and St Patrick's Cathedral Parish. Use of the IT system by employees, volunteers and/or contractors indicates agreement to comply with this policy.

The IT system must primarily be used for conducting the normal business of the Catholic Diocese of Ballarat and St Patrick's Cathedral Parish. However, occasional personal use of the IT system (e.g. personal email communications or personal Internet use) is acceptable, so long as it does not interfere with work in any way.

Use of the IT system must comply with the following requirements:

- Authorised users are granted access to valuable Catholic Diocese of Ballarat and St Patrick's Cathedral Parish resources, sensitive data and to external networks on the basis that their use of the IT system will be responsible, ethical and lawful at all times;
- Use of the Catholic Diocese of Ballarat and St Patrick's Cathedral Parish' domain names to conduct business other than official Catholic Diocese of Ballarat and St Patrick's Cathedral Parish' business is prohibited;
- Authorised users are required to observe the Catholic Diocese of Ballarat and St Patrick's Cathedral Parish 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;
- The Catholic Diocese of Ballarat and St Patrick's Cathedral Parish' business information, including all confidential information and personal information shall be protected from unauthorised and/or accidental disclosure;
- The IT system must not, under any circumstances, be used to humiliate, intimidate, offend or vilify others on the basis of their race, gender, or any other attribute prescribed under any state or Federal anti-discrimination legislation;
- The IT system must not, under any circumstances, be used to access or transmit verbal or visually offensive material or pornography;
- Use of the IT system to access objectionable or criminal material such as child pornography is strictly prohibited;
- Uploading, downloading or storage of commercial software, games, music videos or other intellectual property in violation of its copyright is strictly prohibited;
- Any form of gambling, other than those sanctioned by the Catholic Diocese of Ballarat and St Patrick's Cathedral Parish, such as a football tipping competition, is strictly prohibited;

- Any use of the IT system that may cause embarrassment or loss of reputation to the Catholic Diocese of Ballarat and St Patrick's Cathedral Parish is strictly prohibited;
- Use of the IT system that is designed to gain access to any service or data for the purpose of causing damage or harm is strictly prohibited;
- The storing or transfer of any information, which can circumvent security, is strictly prohibited;
- When the Catholic Diocese of Ballarat and St Patrick's Cathedral Parish' information is stored or transferred for the purpose of legitimately accessing the information off-site, security equivalent to that provided by the Catholic Diocese of Ballarat and/or Parish must be provided by the carrier of the information, e.g.. appropriate security measures must be provided on home computers and/or portable devices such as portable storage devices.

The Catholic Diocese of Ballarat and St Patrick's Cathedral Parish have 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. Details of an individual's usage may be requested by, and passed on to the appropriate person. All IT systems, including email and Internet accounts maintained on the Catholic Diocese of Ballarat and St Patrick's Cathedral Parish' computing systems, are the sole property of the Catholic Diocese of Ballarat and St Patrick's Cathedral Parish.

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