St. Mary's Parish

St. Mary's Catholic Church, 2108 Ridgewood, Longview, TX 75605
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USER Internet and Intranet Acceptable Use Policy

Vision: *"Living a life of abundance in joyful anticipation of the second coming of Our Savior Jesus Christ"*
Mission: *"To promote a life of abundance in joyful anticipation of the second coming of Our Savior Jesus Christ"*

Overview of Computer Systems Use at St. Mary's Parish
The intranet provides for efficient communication and operation of computers on our campus. The Internet is an electronic communications network which provides vast, diverse and unique resources. By facilitating resource sharing, innovation and communication, we hope to create an environment where technology of the 21st Century is incorporated as a positive resource for disciple formation and global awareness of Christian teachings.

Guidelines for Computer Systems Use at St. Mary's Parish
The intranet links to e-mail and the Internet, so that users are able to explore thousands of websites, including libraries, databases, museums, and other resources. St. Mary's Parish will consider its mission and goals, as well as the teachings of the Church, when making decisions regarding user access to these information sources. St. Mary's Parish specifically denies any responsibility for the accuracy or quality of information obtained through these sources. As a part of access to the Internet, users will have the ability to access materials which are not in keeping with the teachings of the Catholic Church. Some of this material may be illegal, defamatory, inaccurate, or potentially offensive. A filtering system will be in place; however, filtering systems are not totally reliable. Users need to choose appropriate sites, and to discern the accuracy and reliability of the information they find on the Internet.

It is the expectation of St. Mary's Parish, that users will adhere to the policies and guidelines set forth in this document. The purpose of communications tools is to enhance the parish environment so that ministries are able to operate effectively and efficiently. These tools are provided for the primary purpose of ministerial work.

Computer use and internet access is a privilege, not a right. Acceptable use policies set forth in this document must be followed by the user at all times. Violations of any of these policies may lead to penalties, including termination of the user account and denial of future access, as well as legal action if appropriate.

Rules for Computer Systems Use at St. Mary's Parish

I. Acceptable Use
- ☐ Research must be consistent with Church teachings.
- ☐ Copyright laws are to be respected. Unauthorized use of copyrighted material is prohibited and may lead to criminal prosecution or disciplinary action.
- ☐ Threatening or obscene material is prohibited, including materials which may be damaging to another's reputation. Accidental access to material of this type is to be removed from view of other users immediately.
- ☐ Commercial activities are prohibited.
- ☐ Chain emails are not to be sent or forwarded on the parish system.
- ☐ Users may not download or install any commercial software, shareware, or freeware onto local computers, network drives or disks without explicit written permission.

II. User Privileges
- ☐ Access to the Internet and parish systems is a privilege, not a right.
- ☐ Violating this Internet and Intranet Use Policy may result in cancellation of privileges.

III. Security
- ☐ Do not reveal your account password or allow another person to use your account.
- ☐ Do not use another individual's account. Attempts to gain unauthorized access to files will result in disciplinary action.
- ☐ Any potential user may be denied access based on a history of problems with other computer systems.
- ☐ User may be asked to occasionally update password and account information.
- ☐ Vandalism is strictly prohibited. Vandalism is defined as a deliberate attempt to destroy or corrupt data of another user, the Internet, or other networks. This includes, but is not limited to, introducing computer viruses into any system.
- ☐ Hardware and software may not be tampered with, installed, removed, or exchanged by any student.
- ☐ Harassment is strictly prohibited. Harassment includes the sending of unwanted messages,with the purpose of creating a deliberate annoyance to another user.

IV. Network Etiquette
- ☐ Be polite.
- ☐ Do not use inappropriate language.
- ☐ Do not reveal your address or phone number, or those of others.
- ☐ Do not intentionally disrupt the network or other users.

V. Social Networking
- ☐ Social Networking is defined as any medium through which people are brought together for exchange of information/personal expression and conversation, etc. This includes, but is not limited to, blogs, text messaging, chat rooms, facebook, twitter, myspace, etc.
- ☐ Teachers, staff, and volunteers are not to request or respond to any minor who may request to be a "friend" on a social networking site.
- ☐ Teachers, staff, and volunteers are prohibited from engaging in personal social networking activities while on duty,
  using technology that is school/parish property.
- ☐ Teachers, staff, and volunteers are prohibited from email or phone/text communication with a minor who is connected to school or church activities, unless directly associated with school/church business, i.e. submitting documents necessary for school/church sponsored activities, and responding to relevant school/church inquiries.
- ☐ Teacher, staff, and volunteers' activities on social networking sites while not on the physical campus must in
  no way be defamatory towards St. Mary's School or Church activities and/or beliefs.

V. Penalties
- ☐ Any user violating these provisions, or applicable state and federal laws, is subject to   loss of network privileges and any other appropriate disciplinary options, including criminal prosecution.
- ☐ The system administrators make the final determination as to what constitutes unacceptable use. Such decision can be appealed to the pastor, who has final say.

Update 28 May 2014

USER STATEMENT

Name _____ (Please print)
I accept responsibility to abide by the policies set forth in the St. Mary's Parish Internet and Intranet Acceptable Use Policy. I understand that the use of these networks is a privilege, not a right. I understand that I have no right to privacy when I use the parish computer systems, and I consent to employees of St. Mary's Parish monitoring my communications. I also understand that any conduct that is in conflict with these policies may be deemed inappropriate and may result in termination of computer access and possible disciplinary action.

User Signature _____ Date _____
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