

SECTION 4 - General

Origin: Territory Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

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4.6 Computer, Email and Internet Usage/Pornography

4.6.1 Introduction

This policy provides employees and/or volunteers with rules and guidelines about the appropriate use of workplace equipment, network and Internet access. The Internet Usage/Pornography Policy is an important document which must be signed by all employees/volunteers with access to workplace computer equipment.

This policy applies to all employees and/or volunteers of the Territory of the People who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees/volunteers of the Parish and/or the Territory of the People is permitted and encouraged where such use supports the goals and objectives of the Parish and/or the Territory. However, access to the Internet is a privilege and all employees/volunteers must adhere to the policies concerning Computer, Email and Internet Usage. Violation of this policy could result in disciplinary and/or legal action leading up to and including termination of employment. Employees/volunteers may also be held personally liable for damages caused by any violations of this policy. All employees and volunteers with access to computer equipment, are required to acknowledge receipt and confirm they have understood and agree to abide by the rules hereunder.

4.6.2 Definitions

“Company” shall refer to the Parish and/or the Territory of the People (the Territory).

“Employer” shall refer to the Parish and/or the Territory of the People (the Territory).

“Employee” A person who works for another and is entitled to wages, regardless of whether they are employed on a part-time, full-time, temporary, or permanent basis.

“Organization” shall refer to the Parish and/or the Territory of the People (the Territory).

“Volunteer” shall refer to a person who volunteers in the Parish and / or the Territory of the People and who has access to computer equipment.

4.6.3 Computer, Email and Internet Usage

1. All employees and/or volunteers are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only, and personal use is not permitted.
2. Job related activities include research and educational tasks which may be found via the Internet which would help in an employee's role.
3. All Internet data which is composed, transmitted, and / or received by the Parish and/or the Territory computer systems is considered to belong to the Parish and/or Territory and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

4. The equipment, services and technology used to access the Internet, are the property of the Parish and/or the Territory employer, and as such the employer reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through online connections.
5. Emails sent via the employer email system must not contain content which is deemed to be offensive. This includes, but is not restricted to, the use of vulgar or harassing language and/or images.
6. All sites and downloads may be monitored and/or blocked by the employer if they are deemed to be harmful and/or not productive to business.
7. The installation of software such as instant messaging technology is strictly prohibited.

4.6.4 Unacceptable Use of Workplace Internet by Employees/Volunteers

1. Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via the workplace email system.
2. Downloading, forwarding, viewing, commenting on, or distributing material which is considered to be pornographic in nature, and/or inappropriate.
3. Using computers to perpetrate any form of fraud and/or software, film or music piracy.
4. Stealing, using, or disclosing someone else's password without authorization.
5. Downloading, copying, or pirating software and electronic files which are copyrighted or without authorization.
6. Sharing confidential material, trade secrets, or proprietary information outside of the organization.
7. Hacking into unauthorized websites.
8. Sending or posting information which is defamatory to the Parish and/or Territory, its products/services, colleagues and/or parishioners.
9. Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.
10. Sending or posting chain letters, solicitations, or advertisements not related to organization purposes or activities.
11. Passing off personal views as representing those of the organization.

4.6.5 Terms and Conditions

Should an employee/volunteer be unsure about what constitutes acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this policy are applicable to all users of the organization's network and Internet connection. All terms and conditions as stated in this policy reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating this policy is subject to disciplinary actions deemed appropriate by the organization, and may result in termination of employment.

4.6.6 User Compliance

I understand and will abide by this Computer, Email and Internet Usage/Pornography Policy.

I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary actions and/or appropriate legal action may be taken.

Signature of Employee/Volunteer

Date

Name (please print)