

Paul, a slave of Christ Jesus, called to be an apostle and set apart for the gospel of God.

ROMANS 1:1

ELECTRONIC COMMUNICATIONS

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ELECTRONIC COMMUNICATIONS

I. INTERNET USE

- EC 1. Access to the Internet is granted to the employees and students of its parishes, schools, and faith communities for work or study-related purposes.**
- 1.a. Archdiocesan parishes, schools, and faith communities are to develop local policies in keeping with the principles and guidelines outlined in this document and to ensure that students and employees utilize the Internet in a manner consistent with archdiocesan mission and policies.
- 1.b. In general, volunteers and temporary employees are not granted access to the Internet through institutional resources.
- EC 2. Misuse or abuse of the Internet may result in cancellation of access to the Internet, dismissal, or other corrective action.**

Security and Legal Considerations

- EC 3. Employees and students may not provide anyone with personal or other passwords or identifying codes that would allow access to the institution's LAN.**
- Security systems using firewalls and proxy servers protect the LAN from unauthorized access from the Internet.
- EC 4. All passwords or identifying codes are the property of the parish, school, or faith community, and ultimately the Corporation of the Catholic Archbishop of Seattle.**

Privacy

- EC 5. All Internet activity and products are the property of the parish, school, or faith community, and ultimately the Corporation of the Catholic Archbishop of Seattle.**
- 5.a. Internet activity and products are public in nature; confidential, private, and other information or materials exchanged using this resource may be subject to subpoena.
- 5.b. Use of the Internet and e-mail may be monitored to ensure that the use is consistent with the legitimate interests of each institution.

- 5.c. Employees and students may have no expectation of privacy regarding Internet and E-mail use.

Copyright

EC 6. Information located on the Internet may be subject to copyright laws.

Reproduction, reprinting, republishing, and reposting require permission in writing from the legal owner except for the purpose of private use and study.

Disclaimer

EC 7. When an employee posts to a listserv, a disclaimer must be added to the signature block. The disclaimer is to include the individual's name, title, and the following: "The opinion expressed is my own, and does not reflect policy, practice, or mission of the [name of institution]."

Guidelines

EC 8. The ability to connect to Websites that contain sexually explicit, racist, violent, or other potentially offensive material does not imply permission to access such materials.

- 8.a. Connecting to Websites, listservs, newsgroups, or chat rooms that discuss or contain these topics is not allowed.
- 8.b. Employees who discover they have inadvertently connected to these sites must disconnect immediately.
- 8.c. In academic situations, students may inadvertently access Websites that are inappropriate. School administration is to determine what is allowable in these situations and clearly define acceptable use parameters in local policy.

EC 9. A supervisor's permission is required in order to subscribe to listservs, newsgroups, or chat rooms; use of these resources is to be work-related.

Only those employees who are authorized to speak to the media or in public gatherings on behalf of the institution may formally represent the institution on a listserv, to a newsgroup, or in a chat room.

EC 10. Copyright and intellectual property laws are to be followed when downloading information.

Downloading may also expose the institution's computer system to potentially harmful viruses, and care is to be taken when transferring data from other sites.

- EC 11. Internal and external e-mail or other computing resources may not be used to send, receive, reproduce, display, or store any illegal or offensive material.**
- EC 12. Internet and e-mail messages intended to harass, annoy, or alarm another individual are not allowed.**
- EC 13. Internet and e-mail resources provided by parishes, schools, or faith communities may not be used to conduct private commercial business or political campaigning activities contrary to WSCC guidelines.**
- EC 14. Local needs are to take into account the appropriate use of emerging technologies and the Church's responsibility to protect the privacy of others.**

Issues and concerns particular to the function of the institution may be addressed in the creation of local policy.

II. WEBSITE CREATION AND USE

- EC 15. Parishes, schools, and faith communities are to create mission statements for their Websites in keeping with archdiocesan standards and incorporating local needs.**
- EC 16. Websites are to be accurate, up to date, and reflect official teachings of the Roman Catholic Church.**
- EC 17. Parishes, schools, and faith communities must ensure that pastoral, administrative, and legal (canonical and civil) obligations are fulfilled in the creation and maintenance of their sites.**
- EC 18. Websites of parishes, schools, and faith communities are owned by the respective institutions and created and maintained by an appointed representative on their behalf.**
- EC 19. Snapshots of the institution's Website are to be periodically archived in order to capture the public records of the institution.**
- EC 20. Hyperlinks within the Website are to be keeping with official Catholic Church teachings and the acceptable use policies of individual parishes, schools, and faith communities (which are to include age-appropriate principles).**

- 20.a. When hyperlinks are made to external sites with pertinent content but may also have material not conforming to Church teaching, non-endorsement of these sites by the institution is to be expressly states in the Webpage.
- 20.b. Non-compliance with this policy will result in the withdrawal of archdiocesan endorsement and/or the removal of representations of the Archbishop and of the archdiocese within the site (i.e. coats of arms, seals, logos, photographs, and other intellectual property). Prior to any action, a notification will be made to the institution and an appeal process will take place.

Security and Legal Considerations

- EC 21. Parishes, schools, and faith communities are to ensure that security measures are taken to prevent unauthorized access to or use of their website.**
- EC 22. Parishes, schools, and faith communities are to address pertinent copyright, personal family privacy, liability, and security considerations in local guidelines.**

Privacy

- EC 23. Information gathered by the Website of the parish, school, or faith community is to be used to measure the number of visitors and analyze user patterns in order to improve and adapt the site.**
- 23.a. Information collected may not identify the visitor personally.
- 23.b. If a visitor volunteers information by e-mail or through online forms, such information may not be used for any purpose other than the one for which it was intended.
- EC 24. Parish, school, and faith community policies are to address the use of personal and student photos and directory information on the Website through local policies.**

Copyright

- EC 25. Reproduction, reprinting, republishing, and reposting require written permission from the legal owner except for the purpose of private use and study.**

Security

- EC 26. Parishes, schools, and faith communities are to ensure the local management of a secure server for purposes of storing financial or other sensitive information.**

Guidelines

- EC 27. Pastors and principals are responsible for the content of the Websites of their parishes, schools, or faith communities.**
Among non-parochial schools, principals are responsible for school Websites.
- EC 28. Pastors and principals may delegate staff members to review Websites for policy compliance, to authorize their Websites, and to monitor external hyperlinks.**
- EC 29. Pastors and principals, or their delegates, may designate Web authors who are charged with providing content, editing, designing, scheduling, and/or maintaining their Websites.**
- EC 30. When pastors and principals are faced with conflicting opinions or interpretations of Church teaching in their Website, the matter is to be formally communicated by the pastor and principal to the Office of the Chancellor or the Office of the Archbishop for consideration.**
- EC 31. Use of non-Catholic content in matters of Church teaching is to be identified and expressly stated as such.**
- EC 32. Institutional Websites hosted by the archdiocesan server must comply with technical and management guidelines set by the archdiocesan Web Division concerning content, editing, design, scheduling, and maintenance of sites and pages.**

III. E-MAIL USE

- EC 33. E-mail used by employees of parishes, schools, and faith communities is to be primarily for work-related communication or information exchange.**
- EC 34. Records of an official or permanent nature may not be created or maintained in e-mail but are to be printed on paper or transferred to a word-processing document.**
- EC 35. Misuse or abuse of e-mail may result in cancellation of E-mail privileges, dismissal, or other corrective action, as outlined in local policy.**

E-mail Etiquette

- EC 36. Employees are encouraged to practice appropriate e-mail etiquette. In managing e-mail, employees should observe the following behavior:**
- E-mail messages are to be job-related, to the point, and professional in tone.
 - Check e-mail daily.
 - Remain within the limited disk quota.
 - Focus on one subject per message.
 - When sending a message to a group, ask for a personal response rather than a response to the group.
 - Cite quotations, references, and sources.
 - Obtain necessary authorization to send or receive copyrighted materials, proprietary financial information, or similar materials.

Security and Legal Considerations

- EC 37. E-mail activity and products are public in nature; confidential, private, and other information or materials exchanged using this resource may be subject to subpoena.**
- EC 38. All e-mail activity and products are the property of the parishes, schools, and faith communities, and ultimately the Corporation of the Catholic Archbishop of Seattle.**

E-mail is subject to legal requirements, computer system restraints, and administrative use standards.

- EC 39. All passwords or identifying codes are the property of the parish, school, or faith community, and ultimately the Corporation of the Catholic Archbishop of Seattle.**

Management of each institution may reserve the right to access or review E-mail generated during the course of business or using institutional property.

- EC 40. E-mail messages are to be routinely deleted from the system, generally every ninety days, or as required by local policy.**

- EC 41. Employees have a responsibility to protect confidential or sensitive information as well as the institution's intellectual property.**

The privacy and integrity of e-mail cannot be guaranteed; e-mail messages may still exist in back-up systems, on servers, or in computer systems of individuals to whom messages were forwarded.

Guidelines

- EC 42. E-mail is meant for informal correspondence, and may be used to facilitate communications between individuals or groups in order to set agenda or discuss work-related topics.**

Transitory records such as meeting notices, reminders, and informal notes should be read and deleted as soon as they have served their purpose.

- EC 43. The use of e-mail for private use is permitted.**

The use of e-mail for private correspondence should be kept to a minimum so that it will not interfere with regular work.

- EC 44. E-mails created in the course of business are considered to be the records and property of the parish, school, or faith community, and ultimately the Corporation of the Catholic Archbishop of Seattle.**

All records serve as evidence of accountability and are subject to legal discovery, administrative inquiries, disciplinary proceedings, and final evaluation for purposes of retention or disposition.

- EC 45. E-mail may not be used to create and store significant and/or official documents such as reports, policies, and non-routine correspondence.**

45.a. If such a record is created, a paper copy must be generated, filed, and retained according to approved archdiocesan records retention schedules.

45.b. The individual sending the message from the office of record is responsible for the appropriate disposition of the official record.

EC 46. Employees may not retrieve, read, change, forward, or reply to e-mail messages that are not sent to them directly unless they are delegated to do so or are allowed password-protected access. (This does not include the right of management to review e-mail.)

EC 47. E-mail messages received from unknown senders especially from the Internet are to be handled with caution.

47.a. File attachments and programs contained in these messages may harbor harmful computer viruses.

47.b. Plain text e-mail without attachments do not carry viruses.

EC 48. Employees have a responsibility to protect confidential or sensitive information.

Privacy and the integrity of an e-mail message cannot be guaranteed.

EC 49. E-mail may not be used to send, receive, reproduce, display, or store violent, sexually explicit, racist, or other potentially offensive content.

EC 50. E-mail messages intended to harass, annoy, or alarm others are not allowed.

IV. MEDIA RELATIONS

EC 51. The Office of Communications holds sole responsibility for all media relations between parishes and schools, and all electronic, broadcast, and print media. Parishes and schools are not free to hold their own press conferences.

For assistance in working with the media, contact the Office of Communications during regular business hours, Monday through Friday: 206-382-4862. In an emergency, after regular business hours or on weekends, call: 425-608-3745.