



CATHOLIC ARCHDIOCESE OF MELBOURNE

Email and Internet Protocol

8 April 2015

Purpose

The purpose of this protocol is to promulgate the Archdiocese's *Email and Internet Protocol*.

This protocol is not a term of any contract, including any contract of employment. It may be varied by the Archdiocese from time to time.

Application

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

Background

Email and web facilities are provided as tools of trade to enable both the person and the Archdiocese to perform efficiently. As with all tools of trade, monitoring their use is part and parcel of a well-run business.

If an employee uses email or internet access inappropriately such as to sexually harass another worker or distribute material that is racially vilifying, the employer can be held vicariously liable for their behaviour. Employers need to ensure that there is no illegal or inappropriate use associated with email and web usage.

As with the phone system, reasonable private personal use is permitted. A common sense approach will prevail. For example personal banking during the lunch break is acceptable. However, this is a privilege and if abused, private use will be withdrawn.

As you would all understand and accept, the following uses are specifically prohibited.

- Visiting pornographic sites. If staff accidentally access a pornographic site, they are to exit the site immediately and report the occurrence to their department head.
- Knowingly downloading, storing and transmitting pornographic material or messages.
- The use of email or the web to generate or forward to other people material that may constitute sexual harassment, racial discrimination or any other unlawful activity
- The use of email or the web 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.
- Activities designed to generate person profit.

Regular 'pop ups' on computer screens will now be employed to constantly remind staff of this.

Employees need to be aware that engaging in prohibited activities will be treated as a disciplinary matter and may lead to dismissal. If the activity is illegal, the matter may be referred to the police for action.