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ST. JOSEPH PARISH, YORK
## Information Technology
# ACCEPTABLE USE POLICY

for the employees, volunteers, and youth/students of St. Joseph Parish, York, Pennsylvania

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## I. General

This Policy also includes and extends the Diocese of Harrisburg ("Diocese") Acceptable Use Computing Policy issued on September 18, 2012. Compliance with this Policy ensures compliance with this Diocesan Policy from which this Parish Acceptable Use Policy has been derived. The use of Parish information technologies requires and constitutes the individual's acceptance of this policy. Each end-user is required to sign and follow the Acceptable Policy established by St. Joseph Parish's Parish Manager. The St. Joseph Parish Acceptable Use Policy can be found at www.sjy.org/it/aup. All end-users receive a copy of the policy and training at the commencement of usage. The Pastor will have final say on all discrepancies concerning the wording and enforcement of this Acceptable Use Policy. End-users are expected to be knowledgeable of this and all policies of St. Joseph Parish and the Diocese of Harrisburg.

## II. Information Security

End-users shall lock their user session or log off when they are unable to be aware of its use. Users are responsible for all activity performed under their Parish credentials. End-users shall notify the Information Technology Department immediately if they feel that their user credentials have been compromised. The Information Technology Department reserves the right to immediately disable or otherwise neutralize any potential threats to network or information security. Information Technology Department must receive appropriate end-user data access approvals in writing from the appropriate employer, supervisor, or, where applicable, the application data owner. Access is granted after collaboration between the employer, supervisor, application data owner, and the Parish Manager

## III. Responsibilities

End-users shall be considerate in his/her use of information technology resources and staff efforts and refrain from overloading or wasting resources or efforts such as but not limited to excessive data, excessive connection time, disk space, projector bulbs, or other resources. Usage and support of non-Parish information technologies is the sole responsibility of the end-user. The Information Technology Department does not support home users attempting to log on using remote access. Personal correspondence through Parish information technologies not related to the Parish should occur only on rare occasions when no other form of communication is available. Individual end-users are responsible for all damages or offenses that occur while utilizing the Parish electronic messaging systems.

Websites, blogs, social media, and all other public internet pages—"web presences"—used in conjunction with the Parish are to be named in a way that reflects their professional/ministerial relationship and purpose. Official web presences and accounts should be identified as an official web presence of the Parish by providing the organizational logo and/or standard images. End-users are responsible for the content and updating of information on Parish web presences. A minimum of two adults, functioning with administrative capacity, are to have full access to all web presences. These adults shall delete any post, image, or other communication on a public web presence that does not carry the marks of Charity and Truth consistent with the teachings of the Magisterium of the Catholic Church. Photographs, information, and posts from Parish staff and volunteers that appear on any page of the official web presence must pertain directly to the Parish or one of its related ministries. Whenever possible, end-users shall use Parish phone numbers, email addresses, and the Church or School addresses when using information technologies for Parish-related activities. Volunteer personal phone numbers, addresses, email addresses, and photographs may only be published if that volunteer gives written permission for its publishing. All Official Parish web presences fall under the purview and authority of the Parish Manager. Passwords should be safeguarded by adult administrators. It is the responsibility of ministry leaders to notify the Information Technology Department of a new official web presence. Those responsible for a web presence's content and do not have access to update the content him or herself will contact the Information Technology Webmaster by emailing webmaster@sjy.org or by navigating to http://www.sjy.org/submit.

## IV. Acquisition

Personal hardware may not be used or installed without clearance from the Information Technology Department (excluding connectivity to opportunities provided such as laptop hook-ups to Smart Technology, public wireless fidelities, etc.). Requests for new users, user modifications, or deletion of user accounts or access rights must be submitted to the Information Technology Department at least five (5) business days in advance of the effective date.

## V. Support

The Information Technology Department has put into place several vehicles for troubleshooting and requesting assistance. The following is the procedure end-users shall follow when confronted with an information technological problem:

1. attempt to perform the task or operation again;
2. attempt to perform the task or operation a different way;
3. close out of the application and attempt the task or operation again;
4. restart the computer;
5. consult the Information Technology Knowledge Base;
6. complete an IT HelpDesk ticket.

Requests by Parish end-users for information technology-related assistance must be submitted through the Parish Information Technology HelpDesk via the website interface (www.sjy.org/helpdesk) or by emailing HelpDesk@sjy.org. St. Joseph Parish end-users are to go through the Parish IT HelpDesk before the Diocesan HelpDesk due to the complexity of the SJY Network. Many times, the Parish Information Technology Department must work with Diocesan Information Technology personnel to solve an issue. In this case, the Parish Information Technology Department can enter a ticket into the Diocesan HelpDesk system.

Requests must provide clear issue descriptions. Phone calls, messages, emails, or personal interruptions shall not be used to request assistance. Exceptions may occur only if given specific permission from a member of the Information Technology Department after a HelpDesk ticket has been submitted or in a case of emergency as defined as:

- the inability to access the internet from more than one workstation.
- the inability to access email from both the client and webmail interface from more than one workstation.
- the inability of many computers to connect to network drives.
- the user's main workstation is unable to boot or inoperable.

Members of the Information Technology Department shall deny assistance to those who do not follow this Policy.

## VI. Enforcement and Penalties for AUP Violations

Violation of this Policy may result in disciplinary action, suspension, or termination of employment. Individuals violating this Policy may be held responsible for restitution of damages. This Policy is in accordance with the standard procedure of corrective counseling as detailed in the St. Joseph Parish Human Resources Manual. People should immediately report suspected violations of this Policy to the Parish Manager. In addition, disciplinary action may be taken against the end-user according to an individual department's policies. Managers must enforce this Acceptable Use Policy. Negligent supervisors who knowingly allow violations will also be subject to the violation procedure. Any exceptions must be reviewed on a case-by-case basis and require express written consent from the Parish Manager.

## VII. Youth/Student-Specific Policies

This Policy defines "youth" as any person under the age of 18. This Policy defines "student" as any pupil under the academic guidance of an educational institution of the Diocese of Harrisburg, etc. No youth or student may utilize a computer without an adult who has completed the Diocesan Youth Protection Program present in the room and aware of the youth or student's activities. No youth or student may utilize a computer under another end-user's account while that end-user is unaware of the account's activities. This includes an end-user's children using his or her account. No youth or student may share their Parish

account credentials. Youth or students are to keep computer workstations clean at all times and will not eat or drink around a workstation. Youth or students may not print any material without teacher or minister permission.

Adults are to keep online relationships with youth to a responsible level within the confines of their ministry/job. Personal communication and relationships online that are unnecessary to the adults' ministry/job are prohibited. It must be publicly known that parents/guardians may deny permission for Parish employees, volunteers, or other agents from publishing their child's photograph by opting out. When possible, only the first name of the youth/student may be included in posts, photographs, and other communication. Web presences are not to contain personal and/or contact information about the youth associated with the ministry/parish. Efforts are to be taken by those in ministry of the parish to ensure that minors/youth avoid posting any personal information about themselves that would assist in the following:

- the determination of the minor/youth physical location;
- information that could be used to manipulate the minor/youth;
- information that could do psychological harm or ruin reputations and future prospects of others (both adult and peer).

The Faculty of St. Joseph School will educate minors about appropriate online behaviors including interacting with other individuals on social networking websites and in chat-rooms and cyber-bullying awareness and response.

## VIII. Public Wireless Fidelities (WiFi)

St. Joseph Catholic Parish, York provides Internet access points at no charge in selected areas throughout the campus for parishioners and guests with personal mobile computers or devices capable of receiving wireless signals. End-users are expected to use the wireless access in a legal and responsible manner in accordance to the moral teachings of the Roman Catholic Church. St. Joseph Parish assumes no responsibility for the safety of any equipment guests attach to the WiFi. This WiFi network is meant to be used for the purpose of supporting the Parish Mission Statement and, therefore, furthering the message of the Gospel. Public wireless access is by nature an insecure medium. Any information sent or received over the public WiFi could potentially be intercepted by another wireless end-user. Cautious and informed wireless end-users should not transmit their credit card information, passwords and any other sensitive personal information while using WiFi. Anyone using the Parish WiFi is forewarned that there can be no expectation of privacy. End-users assume all associated risks and agree to hold harmless the Parish and its employees for any personal information that is compromised or for any damage caused to end-users' hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access end-users should have up-to-date virus protection on their personal laptop computers or wireless devices, as well as staying up-to-date with applicable operating system security patches. Access to the WiFi is the responsibility of the parishioner/guest end-user. Technical support is not provided.

## IX. Promulgation

This policy may change as the Pastor deems necessary. Changes will be effective as soon as they are published to the Information Technology website (www.sjy.org/it/aup). This Policy is hereby promulgated within St. Joseph Parish by the Pastor, Father Stephen Fernandes, OFM, Cap. and his successors, and such Policy becomes effective immediately. All prior provisions of Parish Statute or Policy are hereby abrogated.

Given in York, Pennsylvania, this 29th day of August 2017.

**I hereby promulgate this Policy…**

*Fr. Stephen Fernandes OFM Cap.*

**Fr. Stephen Fernandes OFM Cap., Pastor**

In witness whereof I affix my signature…

*Erin Maiolino*

Mrs. Erin Maiolino, Parish Manager

# Acknowledgement of

# Technology

# Acceptable Use Policy

St. Joseph Parish has established a Technology Acceptable Use Policy, under which St. Joseph School abides.  For the school, the policy is provided to manage the appropriate use of all facets of technology as it is applied to the school setting and beyond.  Please complete the following verification statement that indicates that you have read, understand, and will abide by this policy.

"I have read the St. Joseph Parish Information Technology Acceptable Use Policy.

I understand the terms of this policy and agree to abide by them.

I acknowledge that this Policy may be changed or updated at any time, that I would be informed of such changes, and that any violation of the Policy could lead to disciplinary action up to and including termination of enrollment/employment and/or criminal prosecution."

Please Check One:        _____Employee        _____Volunteer        _____Student/Youth

_____                    _____
Print Last Name                                                       Print First Name

_____                    _____
Signature of Employee, Volunteer, or Student                        Date

_____                    _____
Signature of Parent or Guardian                                        Date
      if above signer is under the age of 18