



INFORMATION TECHNOLOGY DISCLOSURE STATEMENT

This document is to be read, understood and signed by all personnel that use computers, Information Technology equipment and related resources while on Archdiocese of Cincinnati Pastoral Center's or an Affiliate's property.

The use of computers and the Internet at the Archdiocese and its Affiliates (defined as any entity that is subject to the administrative authority of the Archbishop of Cincinnati under Canon Law) is consistent with the mission and values of the Archdiocese of Cincinnati, and it also complies with local, state and federal laws. This policy applies not only to Archdiocesan leased/owned computers and computer equipment, but also to all computers and computer equipment used on Archdiocesan/Affiliates property not leased/owned by the Archdiocese of Cincinnati. The Archdiocese of Cincinnati and its Affiliates reserve the right to monitor all computers and computer equipment used on Archdiocesan and Affiliates property. The Archdiocese and its Affiliates reserve the right to review employee internet venue(s).

The use of Information Technology equipment and resources on Archdiocesan/Affiliate property for illegal or unethical purposes is prohibited. Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of other users within, or outside of, the Archdiocese of Cincinnati
- Libeling or slandering other users
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying of copyright-protected material
- Willful destruction of, or damage to, equipment, software, or data belonging to the Archdiocese of Cincinnati or other users
- Reading or attempting to read another person's electronic mail or files
- Stealing or attempting to steal another person's computer password(s)

Furthermore, inappropriate use of the computers includes but is not limited to the following:

- Using computer equipment as a staging ground to 'crack' or 'hack' computers and/or Information Technology equipment within, or outside of, the Archdiocese of Cincinnati
- Viewing, collecting or distributing inappropriate material (i.e. pornographic, anti-religious, racist, hate sites, etc.)
- Tampering with software purchased, or developed, by the Archdiocese of Cincinnati or its Affiliates
- Conducting personal or commercial enterprises using the status of the Archdiocese of Cincinnati/Affiliates, or its Information Technology equipment and/or resources





- Attempting to gain unauthorized access to servers or other machines on Archdiocesan/Affiliates property
- Attempting to load unauthorized personal software on Archdiocesan Affiliates computers
- Taking home computer backup information containing Personal Identifiable Information which could result in inappropriate use or theft.

No person under 18 years of age may use a computer on Archdiocese of Cincinnati or its Affiliates property unless that person has permission from a Department Director or supervisor and has appropriate supervision. There are no computers located on the Archdiocese of Cincinnati or its Affiliates administrative offices' property appropriately configured for Web surfing by minors.

Violations of this policy may result in disciplinary action up to and including termination.

By signing below, I state that I have read, understand and agree to abide by the policy outlined in this document, and the *Use of Information Technology Policy*.

NAME: _____
(Please Print)

SIGNATURE: _____

DATE: _____

