



## ARCHDIOCESE OF REGINA

<b>Policy Name:</b>	Computer, E-mail, Internet Use, Instant Messaging and Social Media	<b>Number:</b>	S3-5
<b>Policy Type:</b>	Conditions of Employment	<b>Date Approved:</b>	February 2017
<b>References:</b>	<i>Saskatchewan Employment Act Section 2</i>	<b>Date Revised:</b>	

***Policy Statement:***

The internal and external email systems of the Archdiocese are to be used for business and work-related purposes only. Communications and internet access are to be conducted in a responsible and professional manner, reflecting the values and mission, and the commitment to ethical and non-discriminatory business practices of the Archdiocese of Regina. The policy refers to all computers, e-mail, internet use, instant messaging and social media systems of the Archdiocese.

***Policy Conditions***

- All information on an Archdiocesan computer is considered the property of the Archdiocese and may be monitored or accessed without the employee's permission.
- Email equipment and messages that are created, sent or received using the Archdiocesan email system are the property of the Archdiocese.
- The Archdiocese reserves the right to access and disclose the contents of all messages created, sent or received using its email system.
- Confidentiality—all email communication must conform to the Archdiocese Confidentiality Policy S3-4.
- No copyrighted information is to be distributed by the Archdiocese's email unless appropriate approval has been granted.
- No commercial messages, employee solicitations/participation related to fundraising activities of voluntary organizations or messages of a political nature are to be distributed using the Archdiocesan email, without prior approval from an authorized Archdiocesan representative. Not for profit commercial messages, solicitations of a business nature or messages of a political nature are not to be distributed using the Archdiocesan email.
- Employees may not actively retrieve or read email on someone else's computer/email account unless authorized by the Archdiocese and/or the email recipient.
- Reasonable and occasional personal use of electronic mail or internet access is permitted while the employee is at work, except that such usage should be restricted to an employee's rest or lunch periods, such

messages etc. become the property of the Archdiocese and are subject to the same conditions as the Archdiocese email mentioned above.

- Email and other electronic data and information should be maintained in a secure and confidential manner.
- To prevent virus contamination, employees are not to access questionable or unknown sites, etc. and are to report promptly to their immediate supervisor and information service provider any suspected incidents where it is believed that virus contamination may have occurred.
- Employees are not to replace nor install additional computer accessories, hardware or program, without the approval of their immediate supervisor.

***Procedure:***

- a) All employees, as a condition of employment, are required to sign The Archdiocese of Regina Computer, E-mail, and Internet Use Policy Acknowledgement and Agreement. (Appendix E)
  - i. The signature of the employee on the agreement verifies that they have read and have agreed to abide by the terms and conditions of this policy.
- b) Each employee will receive a copy, once signed, of the form mentioned above in a) and a copy of this policy. The original signed document will be placed in the confidential personnel file of the employee.
- c) Each employee will utilize a personal identification number or key password for his or her computer email address. The identification passwords will be known to the information systems administrator, the immediate supervisor or authorized Archdiocesan personnel.
- d) Violation of this policy is subject to disciplinary action, up to and including termination of employment.