



## **ALL SAINTS PARISH** **SACRAMENTAL PROGRAMME**

### **ACCEPTABLE USE OF INTERNET POLICY**

#### **Introduction**

In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standard of truth, accountability and sensitivity to human rights. To this end, the **All Saints Parish Sacramental Programme Acceptable Use of Internet Policy** is based on the principle that:

- All online behaviour, including emails and all forms of social media, should at all times demonstrate a Christ-centred respect for the dignity of the human person and the common good.

Furthermore, it has been formulated with the following goals in mind:

- Ensure security, reliability and integrity of the All Saints Parish systems and network, the systems and networks of All Saints Parish community and the networks and systems of others
- Avoid situations that may cause All Saints Parish to incur civil liability
- Maintain the image and reputation of All Saints Parish
- Preserve the value of Internet resources as a conduit for communication
- Encourage the responsible use of computing resources, discouraging practices which degrade the usability of network resources and thus the value of network services
- The user should not have an expectation of privacy in anything created, stored, sent or received on the system.

This Acceptable Use of Computer Resources Policy defines below the actions which All Saints Parish considers to be abusive, and thus, strictly prohibited. The examples named in this list are not exclusive, and are provided solely for guidance to All Saints Parish users. If you are unsure of whether any contemplated use or action is permitted, you should seek permission from the Network Administrator.

#### **General Conduct**

1. Users are prohibited from using, transmitting on or through any of the All Saints Parish network or systems, any material that is fraudulent, pornographic, profane, threatening, abusive, libellous, defamatory, hateful, a violation of copyright or a licence, or encourages conduct that would constitute a criminal offence, give rise to civil liability, or otherwise violate any local, state, national, or international law.
2. Users are prohibited from disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (ie viruses or self-replicating code) political information or any other unauthorised material.
3. All Saints Parish systems may only be used for lawful purposes. Transmission, distribution, or storage of any information, data or material in violation of Australian Federal or State regulation or law, or by the common law, is prohibited. This includes, but is not limited to, material protected by copyright, trademark, trade secret, or any other statute. All Saints Parish reserves the right to remove such illegal material from its systems.

## **Email**

1. Harassment or bullying, whether through language, frequency, or size of messages is prohibited.
2. Users may not send email to any person who has advised that he does not wish to receive it.
3. Users are expressly prohibited from sending unsolicited bulk mail messages (“junk mail” or “spam”). This includes, but is not limited to, bulk-mailing to large numbers of recipients, bulk-mailing of commercial advertising and political tracts.
4. Malicious email, including but not limited to “mail bombing” (flooding a user or site with very large or numerous pieces of email), is prohibited.
5. Forging of header information in any misleading or deceptive manner is prohibited.
6. Emails delivered to the Parish are considered to be an open record, much like a written or printed document and can be requested. Email messages retained in your mailbox would be regarded as readily available and must be supplied if requested.
7. Email may also become available to others under the following circumstances:
  - Software or hardware failure
  - Performing routine operations or pursuing apparent streams or user problems
  - Protecting the integrity of the Parish’s computing system and the rights and property of the Parish
  - Protecting the rights of individuals working in collaborative situations where information and files are shared.

This policy is subject to change without notice.

## Internet User's Agreement

I,

\_\_\_\_\_ *(User's name)*

have read the acceptable usage policy. I hereby agree that while using the computer systems, Internet and internal electronic mail I will comply fully with the policy and, without limiting the foregoing, I WILL NOT:

- attempt to retrieve, view or disseminate any obscene, offensive, violent, pornographic, illegal or unethical material
- threaten, bully or abuse any other user
- send offensive, racist or sexist messages
- send anonymous or falsely addressed e-mail
- bring All Saints Parish into disrepute in any way whatsoever

I also agree that I WILL:

- respect the rights and privacy of others
- use appropriate and respectful language in all communications
- report any obscene or offensive material I encounter
- report a breach of the policy by any other person of which I become aware

I realise that, if I do not abide by the above rules:

- it may result in my internet privileges being withdrawn

\_\_\_\_\_  
User's Name *(Print)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date