



St Francis Xavier's Parish Frankston

Email and Internet Protocol

Date of protocol: 22 August 2017

Purpose

The purpose of this protocol is to promulgate procedures to be followed in relation to the parish'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.

This protocol will apply to all staff (priests, deacons, brothers, sisters, seminarians and employees), volunteers, and contractors, employees of contractors, agents and clients of St Francis Xavier parish.

Application

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

Background

Email and web facilities are provided as tools of trade to enable both the person and the parish 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 However, this is a privilege and if abused, private use will be withdrawn.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 the parish priest.
- 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 personal profit.

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.

This protocol was ratified by the Parish Pastoral Council 22 August 2017.