



AUSTRALIAN CATHOLIC BISHOPS CONFERENCE

USE OF THE INFORMATION TECHNOLOGY SYSTEM

This policy applies to workers at Australian Catholic Bishops Conference (ACBC) Agencies.

The Australian Catholic Bishops Conference (ACBC) and its Agencies recognise that information technology (IT) is a vital part of our work environment. The purpose of this policy is to set out what constitutes acceptable use of ACBC and ACBC Agencies' IT system by workers at ACBC Agencies. The IT system includes but is not limited to the Internet (including social networking sites) and email via ACBC Agency facilities, hard drives, networks, telecommunication devices, electronic devices and other electronic communication systems and Internet-enabled applications (IT System).

This policy sets out the rules with which workers must comply when using the IT System and constitutes a direction to workers of ACBC Agencies in relation to use of the IT System.

Workers must be authorised to use the IT System. Use of the IT System by authorised users indicates agreement to comply with this policy.

Use of the IT System by authorised users in a manner inconsistent with this policy may result in the ACBC and/or its Agencies taking disciplinary action against the authorised user. Disciplinary action may range from limitation or removal of access to the IT System, counselling, warning or the suspension or termination of a worker's employment or engagement with the ACBC and/or ACBC Agencies.

Unauthorised use of the IT System may also result in the ACBC and/or its Agencies taking the same disciplinary action against an unauthorised user or in relation to unauthorised use. The requirements in this policy apply to all users, whether the user be authorised or otherwise.

Workers must primarily use the IT System for conducting the normal business of ACBC Agencies. However, limited and occasional personal use of the IT system (e.g. personal email communications or personal Internet use) is acceptable, so long as that personal use is reasonable and does not interfere with work in any way. The ACBC and/or its Agencies may, on notice and at any time, further limit or cease to allow personal use of the IT System.

Use of the IT System must comply with the following requirements:

- Authorised users are granted access to valuable ACBC and ACBC Agency resources, sensitive data and to external networks on the basis that their use of the IT system will be responsible, ethical and lawful at all times
- Use of the ACBC or its Agencies' domain names, information and communications technology systems, and other information management systems to conduct business other than official ACBC or its Agencies' business or to profit personally is strictly prohibited
- Users are required to observe ACBC policy, and comply with Australian or other local laws which may apply in accessing, distributing, creating, communicating and/or receiving material via the IT System
- Users must not make any unauthorised disclosures of ACBC and its Agencies' business information, including all confidential information and personal information
- Users must take all reasonable steps to prevent any accidental disclosure of ACBC and its Agencies' business information, including all confidential



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information and personal information. Where any accidental disclosures occur, the user must immediately notify his or her supervisor or appropriate other person within the relevant organisation

- Workers must not use the IT System to bully, humiliate, intimidate, offend or vilify others. In addition, workers must not use the IT system to the detriment of others on the basis of their race, gender, or any other attribute prescribed under any State or Federal anti-discrimination legislation
- Workers must not use the IT system to access or transmit verbal or visually offensive material or pornography, or to otherwise sexually harass other users
- Use of the IT system to access objectionable or criminal material, such as child pornography, is strictly prohibited
- Uploading, downloading or storage of commercial software, games, music videos or other intellectual property in violation of its copyright is strictly prohibited
- Any form of gambling, other than those sanctioned by the Agency Head, such as a football tipping competition, is strictly prohibited
- Social networking required for work purposes is to be conducted according to the Social Networking Protocol for the Catholic Church in Australia
- Any use of the IT system that may cause embarrassment or loss of reputation to the ACBC and/or its Agencies is strictly prohibited
- Use of the IT system that is designed to gain access to any service or data that is unauthorised or otherwise for the purpose of causing damage or harm is strictly prohibited
- The storing or transfer of any information, which can circumvent security, is strictly prohibited
- Authorised users should take all reasonable care with passwords to protect against hackers breaking into and hijacking IT accounts and internet accounts used for work purposes
- Authorised users should take all reasonable care with downloading material from the Internet to protect the ACBC computer systems against viruses
- When ACBC or its Agencies' information is stored or transferred for the purpose of legitimately accessing the information off-site, the user must ensure that security equivalent to that provided by the ACBC and/or Agency is provided by the carrier of the information, e.g. appropriate security measures must be provided on home computers and/or portable devices such as a portable storage devices
- Authorised users must take reasonable care when using any hardware or software provided by ACBC Agencies, including the following of relevant instructions as to proper usage, to prevent any loss, damage or inappropriate use by others

The ACBC and/or its Agencies may monitor the use of its IT System by any user for legitimate business reasons, including compliance with this policy, compliance with any applicable laws and industry regulations, and where there is reasonable suspicion of activities that may violate this policy. The ACBC and/or its agencies will undertake



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surveillance in accordance with this policy. It may include accessing: (a) email accounts, (b) files (including deleted files), (c) work computers and devices, and (d) records of Internet usage. Authorised users should not have an expectation of privacy for anything done using the IT System. Agency Heads and Managers may request and access details of an individual's usage. Workers should expect that intermittent monitoring of the IT System by the ACBC and/or its agencies, once commenced, would occur on an ongoing basis.

All components of the IT System, including email, Internet and social networking accounts maintained on ACBC Agencies' computing systems, and any data generated using such accounts, are the sole property of the ACBC.

The ACBC does not intend the terms and prescribed conduct described in this policy to be exhaustive, nor do they anticipate every possible use of the IT System. ACBC and/or its Agencies may reasonably depart from this policy where warranted by certain individual circumstances. Workers at ACBC Agencies are encouraged to act with caution and to take into account the underlying principles of this policy. If a worker is unsure what to do in particular circumstances, they should contact their supervisor or appropriate other person within the relevant organisation.

The ACBC expects workers to comply with this policy. However, the ACBC does not intend for this policy to form part of workers' contracts of employment or impose any binding contractual obligation on the ACBC or its Agencies. The ACBC may amend, substitute or remove this policy at any time.

Most Reverend Mark B Coleridge DD BA DSS
Chairman, Permanent Committee
Australian Catholic Bishops Conference
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