



Teaching Website Construction and Acceptable Use Policy

Policy

This policy is intended to identify the principles of Acceptable and Unacceptable Use of Teaching Websites; define Archdiocesan rights; address Enforcement and Violations provisions; and set forth the Web Publishing Disclosure Statement that employees granted access privileges will be required to acknowledge and sign.

Principles of Acceptable Use

Archdiocese of Baltimore Teachers creating and publishing a classroom web to be housed on an Archdiocesan server are required:

- To respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files or data maintained by other users, unless explicit permission to do so has been obtained;
 - To respect copyright and license agreements for software, digital artwork, and other forms of electronic data;
 - To protect data from unauthorized use or disclosure as required by state and federal laws and Archdiocesan regulations;
 - To respect the integrity of computing systems: for example, users shall not use or develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system;
 - To limit personal use of the Internet Facilities and equipment to that which is incidental to the user's official assignments and job responsibilities;
 - To safeguard their accounts and passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without authorization. Users are expected to report any observations of attempted security violations.
 - To Create Websites solely for the purpose on enhancing classroom instruction.
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Unacceptable Use

It is not acceptable to use Archdiocese Websites for activities unrelated to the mission of teaching in the Archdiocese, including:

- For activities unrelated to official assignments and/or job responsibilities
 - For any illegal purpose;
 - To transmit, receive, or access threatening, libelous, defamatory, sexual, obscene or harassing materials or correspondence;
 - For unauthorized distribution of Archdiocese of Baltimore data and information;
 - To interfere with or disrupt network users, services or equipment;
 - For private purposes, whether for-profit or non-profit, such as marketing or business transactions unrelated to Archdiocesan duties;
 - For any activity related to political causes;
 - To advocate religious beliefs or practices contrary to Roman Catholic teaching;
 - For private advertising of products or services;
 - For any activity meant to foster personal gain;
 - Revealing or publicizing proprietary or confidential information;
 - Representing opinions as those of the Archdiocese of Baltimore;
 - Uploading or downloading commercial software in violation of its copyright;
 - Downloading any software or electronic files without reasonable virus protection measures in place;
 - Intentionally interfering with the normal operation of any Archdiocesan Internet gateway.
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Archdiocese of Baltimore Rights

Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq), notice is hereby given that there are NO facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all Websites and User access requests, and will monitor sites as necessary to assure efficient performance and appropriate use. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- The Archdiocese reserves the right to log network use and monitor file server space utilization by users and assumes no responsibility or liability for files deleted due to violation of file server space allotments.
- The Archdiocese reserves the right to remove a user account from the network.
- The Archdiocese will not be responsible for any damages. This includes the loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained is at the user's risk. The Archdiocese makes no warranties, either express or implied, with regard to software obtained from the Internet.

- The Archdiocese reserves the right to change its policies and rules at any time. The Archdiocese makes no warranties (express or implied) with respect to Internet service, and it specifically assumes no responsibilities for:
 - Any costs, liabilities or damages caused by the way the user chooses to use the Internet Facilities;
 - Any consequence of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Archdiocese. The Archdiocesan Internet Facilities are provided on an as is, as available basis.
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Enforcement and Violations

This policy is intended to be illustrative of the range of acceptable and unacceptable uses of Internet Facilities and is not necessarily exhaustive. Questions about specific uses related to security issues not enumerated in this policy statement and reports of specific unacceptable uses should be directed to the user's Division Director. Other questions about appropriate use should be directed to the user's supervisor. The Archdiocese will review alleged violations of the Acceptable Use Policy on a case-by-case basis. Violations of the policy will result in disciplinary actions as appropriate, up to and including dismissal.

Web Publishing Disclosure Statement

Employees of and other authorized persons affiliated with the Archdiocese who are given web publishing privileges will be asked to review and sign the following statement.

"I, _____, recognize and acknowledge that electronic communication channels developed and supplied by the Archdiocese of Baltimore as a condition of duties must be used according to terms and conditions set out by the Archdiocese. These channels include, but are not limited to, the following:

- Creation and Use of Teaching Websites
- Internet and the World Wide Web
- Computer-based online services

I acknowledge that the distribution of any information through these and other channels supplied by Archdiocese of Baltimore is subject to the scrutiny and approval of the Archdiocese, and that the Archdiocese reserves the sole right to determine the suitability and confidentiality of said information.

. The term "unauthorized" shall mean the following:

- In contravention of any written policies or procedures of the Archdiocese.
- Otherwise inconsistent with Archdiocesan measures to protect its interests in Confidential Information.
- In contravention of any lawful instruction or directive, either written or oral, of an employee of the Archdiocese empowered to issue such instruction or directive.
- In contravention of any duty existing under law or contract.

I have read and will comply with the terms of the Website access and creation of the Archdiocese of Baltimore.

Date _____ Employee Signature _____

Please return this form to the Archdiocesan Division of Information Technology.

Email: helpdesk@archbalt.org

Fax: (410) 332-8233

Mail: Division of Information Technology
320 Cathedral St.
Baltimore, MD 21201