



# COMMUNICATION TECHNOLOGIES POLICY

Diocese of Great Falls-Billings

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The use of ever-changing and improving communication technologies in the Diocese of Great Falls-Billings is governed by

- common sense
- decency
- equitability
- respect
- and justice.

Whether at the diocesan level or parish level, there is no right to privacy regarding technologies and equipment or services that belong to, or are paid for, by such entities.

The Catholic schools of the Diocese have a separate and detailed computer use-policy.

The bishop or his representative may at any time or circumstance access all communication tools, computer devices and records.

The potential for evangelizing and for pastoral service through these communication technologies is great and, as such, is encouraged. Abuse factors are also great, and must be eliminated and remedied immediately through attentive governance exercised by personnel in supervisory positions. How the diocese and parishes utilize technologies should be addressed from time to time by the appropriate advisory bodies.

For instructions on archiving, file-naming conventions, and redundancy issues, contact personnel at the Pastoral Center (Chancery) who can provide assistance and advice.

Violation of this policy will result in corrective or punitive steps to be conducted by the supervisor, up to and including termination of employment. As to those matters which may result in immediate termination of employment include, but are not limited to, the transmittal, retrieval or storage of any type of communication message, image or material that is:

- a) discriminatory, defamatory or harassing;
- b) that is obscene or x-rated;
- c) that contains abusive, profane or offensive language and/or
- d) that violates any other policy of the Diocese including, but not limited to, the Diocesan Sexual Ethics Policy or that is otherwise contrary to the religious mission and values of the Diocese.

The Pastoral Center (Chancery) can provide some level of technical support and answer any question regarding the application of this policy.



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## Statement of Acceptance

*This page must be signed by all clergy, employees and volunteers who deal with communication technologies in the Pastoral Center (Chancery) and in the parishes and missions of the diocese. It is to be completed and sent to the Chancery for file.*

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I have read the Policy on Communication Technologies of the Diocese of Great Falls-Billings and hereby agree to abide by the same. If I have questions about the exact interpretation of some aspect of the policy, then I am aware that the Bishop or his designee will issue a decision or clarification.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Institution, Parish or Mission

\_\_\_\_\_  
Date