



## Diocese of Wilmington Acceptable Use of Technology Church Personnel Agreement

Ministry in a virtual setting must reflect the same principles as those in face-to-face ministry. All technology-oriented activity performed in the execution of ministry must be in full compliance with the ethical and moral standards of the Catholic Diocese of Wilmington and its program for safe environments, *For the Sake of God's Children*. This Technology Agreement is an abbreviation of full policies, found in *Technology in Ministry: An Addendum to Ethical Standards for Church Personnel*.

- Church personnel are expected to act responsibly and thoughtfully when using technology.
- The use of employer-owned technology and the use of a personally owned technology device on employee-owned grounds or at employer-sponsored events is a privilege not a right.
- Incidental and occasional personal use of employer-owned technology is permissible so long as it does not interfere with work responsibilities, violate other diocesan standards, or leads to additional costs to the diocese, organizations, parishes, or schools.
- The employer reserves the right to monitor and track behaviors and interactions that take place online or through the use of technology on employer property or at employer-related events.
- While the use of personally-owned technology devices (PTD) is allowed at some times, use of these devices must be limited to those times when Church personnel are not actively engaged in the supervision of young people. Such times are rare.
- Church personnel are not permitted to electronically distribute photographs or video with employer-owned technology or PTD while on employer property or at parish, school, or diocesan events without advance permission from legitimate authority.
- Church personnel are responsible for all activity associated with individual user names and passwords. User names and passwords should not be shared, written down, or stored on a computer.
- Devices capable of capturing, transmitting, or storing images or recordings may never be accessed or operated in restrooms, dressing rooms, sleeping areas, or other areas where there is a reasonable expectation of privacy.
- Permission of the parent or guardian must be obtained, in writing, in order for an adult leader to communicate with minors via telephone, cell phone, text messaging, email, social networks, or other electronic means; before sharing/posting pictures or videos of minors; and before sharing email, telephone numbers, or other contact information with other minors or adults who are part of the class, group or organization.
- Because the Internet is, by its very nature, public, church personnel should never consider typed conversations that take place via electronic means (emails, social networking sites, text message, etc.) to be private.
- Church Personnel may not utilize any technology to harass, demean, humiliate, intimidate, or embarrass, any individual.
- Church Personnel must be aware of the list of prohibited online activity as defined by the Technology in Ministry: An Addendum to Ethical Standards for Church Personnel.
- Church personnel may not use parish technology to sell, purchase, or barter any products or services for personal gain.

I agree to waive any claim against the Catholic Diocese of Wilmington, its organizations and institutions ("CDOW"), and release CDOW from any liability for any violation of the terms of the agreement and further agree to indemnify and hold harmless CDOW from any third party claims which may result from violating the terms of the agreement, including but not limited to all attorney fees and court costs which may arise from said violation.

Signature of Church Personnel

Date

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