



Malahide Parish

DOCUMENT: Child Protection Service

TITLE: Use of Computers

DATE: 07.12.09

ISSUED BY: Parish Priest

APPROVED BY: Parish Council

REF. NO: CPS 12

REVISION: 2

1. **PURPOSE**

To ensure that computers in Parish locations are used in accordance with the requirements of the Parish Pastoral Council

2. **Scope**

This procedure applies to all computer equipment owned, leased or operated by St Sylvester's Parish premises and under the control of St Sylvester's Parish.

3. **RESPONSIBILITY**

Implementation: Parish priest

Authority to Change: Parish Pastoral Council

4. **PROCEDURE**

Guidelines for Secure Use Personal Computers (PCs)

4.1 Parish Administrators should ensure that the Anti-virus software on the PC is up-to-date.

4.2 All software used on Parish resources must be legitimate released products. No pirated software must be used on Parish resources, nor programs and products used in breach of any applicable copyright laws (whereby the prior consent of third parties may be required).

4.3 In general, where there are fees associated with accessing Internet sites, these must be borne by the user unless the access is connected with Parish projects in which case the expenditure must be approved by the Parish Priest.

4.4 If the Parish Authorities has a legitimate concern that any of the Information and Communications Technology systems available on Parish resources are subject to abuse, a full investigation will be carried out.



Guidelines on User-ID and Password

In general, where passwords and User ID are in place :

4.5 Do

- Choose a password that is at least 7 characters long.
- Use a mixture of alphabetical and numerical characters.
- Change your password every 30 days and change your password if you suspect that it has become known to others

4.6 Don't

- Disclose your password to anyone else
- Write down your password
- Choose an easily-guessed password such as a name, place, month etc.

Guidelines on the Use of Internet

- 4.7 Ensure all files downloaded from the Internet are virus-checked before use.
- 4.8 Any inappropriate / pornographic material stored, sent, or downloaded on any of the Parish's equipment is considered an act of gross misconduct. It is a criminal offence to send, store, download, or otherwise handle any pornographic material involving children, or incite others to do so, and St Sylvester's Parish is under legal obligation to report this to the Gardai. The individual(s) concerned may be prosecuted.
- 4.9 Do not set up personal Web pages or otherwise make information available on the Internet using Parish-funded resources.
- 4.10 Do not make Parish confidential or proprietary information available on the Internet except through approved channels and the Parish WEB site.
- 4.11 Downloading, using or distributing copyrighted materials without proper authorisation and payment of applicable fees to the owners of the intellectual property rights is prohibited.
- 4.12 Avoid unethical activities and those of questionable legality that might harm the reputation of yourself or the Parish. Activities specifically prohibited are:
- On-line Gambling;
 - Accessing, displaying, or disseminating pornographic material;
 - Posting statements that tend to disparage, defame, harass or abuse others on the basis of gender, race, age, disability, religion, sexual orientation, or nationality;



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- Posting statements and information which are defamatory, false or misleading concerning the Parish.

4.13 The generation, display, or circulation of any offensive material on any of the Parish's equipment is considered an act of gross misconduct and the Parish will take appropriate action against anyone violating this rule.

Guidelines for Use of Email:

4.14 Use of the Parish Email system for the generation, display, broadcast, or circulation of any offensive material is considered an act of gross misconduct, and the Parish will take appropriate action against anyone violating this rule.

4.15 DO NOT download, copy, or transmit any inappropriate and/or pornographic material received through the mail system – it should be deleted immediately and the sender notified that their mail is not welcome.

4.16 DO NOT open unsolicited attachments that look suspicious. Be aware of the risks of virus infection when receiving mails and files from external sources. Adhere to good anti-virus practices to minimise the possibilities of infecting your PC and the Parish network.

4.17 DO NOT enter contractual commitments by E-mail, as they can create binding contracts.

4.18 DO NOT use mail as a substitute for verbal communications, which may be more appropriate in many circumstances.

4.19 DO NOT download, copy, or transmit to third parties, the works of others without their permission as this may infringe copyright and/or trade mark rights. Breach of copyright can be a criminal offence as well as creating civil liability.

4.20 DO NOT use E-mail to send information, which tends to disparage, defame, harass or abuse others on the basis of gender, race, age, disability, religion, sexual orientation or nationality. This includes sending "Flamers", i.e. abusive or threatening mails, when upset or aggrieved by the (in) actions of others.

4.21 DO NOT write anything in an email that you would not write in a letter. Beware of what you say in E-mail messages. Work on the assumption that E-mail messages may be read by others.

4.22 DO NOT rely on email to guarantee the integrity of your message. The Parish email system is relatively secure, however if very confidential files or reports are being circulated, one should consider the use of passwords or encryption to protect them. Absolute security cannot be assured in all cases. Use your discretion when sending mail and file attachments.



4.23 DO NOT initiate or propagate chain letters.

5. REVISION

Rev	Date	Comment
0	01/05/2007	New
1	12/12/08	Procedural review
2	07.12.09	Procedural Review