

# Catholic Pro-Life Community

## Computer and E-mail Usage

Computers, computer files, and computer software furnished to employees are CPLC property intended for business use. The use of CPLC-furnished computers is restricted to CPLC staff members and authorized volunteers.

Employees should not access a file or retrieve any stored communication on any computer without authorization. All CPLC staff members are assigned a prolifedallas.org email account for Catholic Pro-Life business use. All CPLC/work-related correspondence, both internal and external, must take place using this email account.

It is required that no personal emails be sent “to” or “from” this account. The CPLC email account is strictly for CPLC/work-related business and must be kept separate from any personal email accounts an employee may have.

The CPLC email policy requires that the employee maintain a completely separate “identity / account” for CPLC/work-related email and this includes how it is set up in Microsoft Outlook, Outlook Express or any other choice. Personal and work email may not be set up to “land” together in the same Microsoft Outlook, etc., window. These are individual extra steps that must be taken to ensure that there is no mixing of personal and CPLC email. The requirement is that they be kept completely separate.

CPLC email correspondence may be downloaded and maintained on CPLC computers only.

Employees using a personal computer (non CPLC owned) to access their CPLC email may only do so on the web based server for the email account. No CPLC emails may be downloaded to a personal computer.

E-mail may not be used to solicit others for commercial ventures, outside organizations, or other non-business matters without prior approval from administration. Email of a partisan nature or endorsing or opposing candidates running for public office may neither be sent nor received. If received, employees must promptly “unsubscribe” their business email address from the sender’s distribution list.

The CPLC strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the CPLC prohibits the use of computers and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale.

The CPLC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the CPLC does not have the right to reproduce such software for use on more than one computer. The CPLC prohibits the illegal duplication of software and its related documentation.

Employees using non CPLC owned computers may not store any saved documents, communications, etc. on their personal computer. If a CPLC computer is not issued to the employee, an external hard drive will be issued for storage of all CPLC documents, etc. This hard drive will be returned to the CPLC upon separation.

Employees must read and comply with the terms of the CPLC Computer and E-mail Usage Policy governing the use of all CPLC documents, communications and computer assets. Violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties.