

ELECTRONIC COMMUNICATIONS USAGE GUIDELINE

OPERATING PRINCIPLE

The objective of this guideline is to define general standards of conduct when using Church of the Little Flower information technology systems in the context of electronic communications. These systems include use of communication and information technologies available to all employees and volunteers including, but not limited to *Computers, Computer files, Fax machines, Electronic mail (xxx.lf@gmail.com), Voice mail, Internet and Intranet (Little Flower website), Flocknotes, Community Pass, and Sign up Genius.*

PURPOSE AND USE OF SYSTEMS

The Church of the Little Flower communications systems are provided for the purpose of supporting and facilitating Little Flower Ministries and Operations. The use of electronic systems is encouraged because such systems make communication more efficient and effective, and because they are valuable sources of information.

This guideline does not set rules to cover every possible situation, but rather expresses Little Flower's philosophy and general guiding principles to be applied to the consistent use of these systems.

The communications systems and their contents are the property of the Church of the Little Flower. Thus, these systems should be used solely for business purposes and not for personal use nor to convey personal opinions. Employees and volunteers should use good judgment in the appropriate and professional use of these systems. All users have a responsibility to use Little Flower communication resources in a professional, lawful and ethical manner.

The Church of the Little Flower or its designated representative reserves the right to monitor and review all use of such systems.

PROTECTION AND OWNERSHIP OF INFORMATION

Information communicated and stored in Little Flower communication systems are the property of the Church of the Little Flower. Employees and volunteers do not have any ownership in any information stored. Information stored in the communications systems may be deleted or destroyed at any time at the discretion of Little Flower. Any sensitive information provided or shared in Little Flower communication systems should be treated as confidential.