

**Computer/Internet Policy**  
**Cathedral of Our Lady of Guadalupe**  
**Effective Nov. 10, 2025**

All onsite computers, computer equipment, email, Internet, software, phone, and copiers are property of the cathedral of Our Lady of Guadalupe Parish (OLG), and are intended to be used for business and ministry, in a manner consistent with the Archdiocese of Anchorage and OLG standards of conduct. Employees and volunteers are expected to exercise good judgment and restraint in their personal use, especially of the Internet. Employees and volunteers should not use a computer or a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer usage may be monitored and subject to review at any time. The equipment, services, and technology provided to access the Internet always remain the property of the OLG. As such, the Parish reserves the right to monitor Internet traffic, and to retrieve and to read any data composed, sent, or received through our online connections and stored in our computer systems. I understand that this agreement is required for me to be employed or volunteer for OLG and that abuse of Internet and computer access subjects me to termination of employment or volunteer service.

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee/Volunteer Name (printed) Witness

\_\_\_\_\_  
Date