

Guidelines for Working Remotely

Revised June 2020

All employees must follow the Archdiocese of Atlanta's Employee Policy Manual, Section 6.15, on Telecommuting. Please remember to use only AOA authorized tools and to not mix your personal records with your work records as this creates liability risk.

Access

The Office of Information Technology must be contacted to set up remote access to the Archdiocese of Atlanta via your work laptop or home computer. Submit a ticket to IT Support at <https://support.archatl.com>.

Your access is password protected, requiring you to enter your credentials every time you login. For security reasons, this function may not be disabled.

Network Drives

When working remotely, be sure to file your documents on backed-up network drives, as you would when working in the office. You should file departmental records on the shared departmental "M" drive. Work that is in-progress may be filed on your personal "U" drive. You may use the "S" drive for temporary sharing of non-confidential files across Chancery departments.

Laptops and Home Machines

Do not file work-related materials directly on your laptop or home computer's local drive, also called the "C" drive. This includes your Desktop and the "My Documents" folder. File work-related data only on the network drives, once you have remotely accessed the network. Your laptop and home machine are not routinely backed-up by IT, and you will lose work and data if these machines become lost, damaged, or compromised.

Printing from Work Laptop

We do not recommend connecting your home printer to your work laptop. We recommend printing files to your office printer, which you can do in a remote desktop session. Please wait to print confidential records until you are physically back in the office. If you must print files at home, remember to follow all Archdiocesan policies and guidelines for managing records.

Cloud Storage and Email Forwarding

Just as you would not file work-related data in a cloud storage environment at your work office, do not do this at home either. Do not auto-forward emails to a personal email account, or use an email account for work that is not managed by the Archdiocese. Some examples of cloud storage accounts are Google Drive, SharePoint, OneDrive, and Dropbox. Some examples of outside email providers are Gmail, Hotmail, AOL, and Yahoo.

The only file-sharing cloud storage site that has been approved for work use is **Dropbox for Business**. You may request access to Dropbox for Business from the Office of Information Technology, with approval of your director.