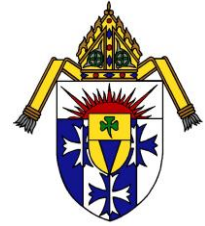




Montana Catholic Schools

The Diocese of Helena & The Diocese of Great Falls-Billings

www.diocesehelena.org ~ www.dioceseofgb.org



ELECTRONIC MAIL, NETWORK, AND INTERNET USE AGREEMENT For Catholic Schools Employees

(An Agreement and Regulations for Acceptable Use of School Technology Resources)

A signature on this agreement shows that the undersigned school employee has read and agrees to use technology in the acceptable manner described.

As a school employee, I ...

- ... *am aware of, have access to, and will abide by the personnel policies that address technology applications as they apply to the working environment.*
- ... *understand that the school's equipment, network and Internet are primarily for work related purposes only and may not be used for non-instructional purposes when they are responsible for instructing or guiding student learning.*
- ... *will ensure that their use of the network and Internet are in a manner consistent with school mission and policies and uphold the legal, ethical, and religious standards to which all Catholic school employees are bound.*
- ... *understand that all network and Internet activity is public in nature and that any information or materials exchanged using this resource may be subject to subpoena.*
- ... *understand that downloading information from the Internet is subject to copyright and intellectual property laws.*
- ... *am aware that they are not to retrieve, read, or change e-mail messages that are not sent to them.*
- ... *understand the school's computer system may be capable of recording any site visited and may keep a record of any network activity, including all electronic transmissions.*
- ... *acknowledge that any electronic message sent or received may be recorded and stored in an archive file for management use.*
- ... *understand that the school administration is the final arbiter of appropriate use of the school's network and Internet.*
- ... *understand that they are not to use social networking software to interact with students that are in the school system.*

I state that I fully understand the terms of the Electronic Communication and Internet Use Agreement and agree to abide by them. I further understand that any violation of these procedures, misuse or abuse of the network or Internet on a school computer may result in personnel discipline up to and including dismissal from employment.

Signature _____ Date _____