

***STAFF/VOLUNTEER AGREEMENT
FOR
INTERNET ACCESS AND RELATED TECHNOLOGY USE***

The access to, and the use of, the Diocesan and Parish Schools Internet and related technologies is made available to adult personnel within the parish school. It will be provided only to those individuals who sign this Agreement. The signing of this Agreement indicates the party who signed has read the terms and conditions, voluntarily agrees to be bound by them, and understands their significance.

All uses of the Internet and related technology shall be for educational purposes or communication of school business.

The failure of any user to follow the terms and conditions hereof may result in the loss of privileges and/or disciplinary action.

The term *network* as used herein shall consist of any computer that is connected to another to share information, a printer, or other input or output devices, intranet, Internet, the School/Parish/Diocese web sites, and the use of electronic mail.

Terms and Conditions

1. Acceptable Use

Access and use of the school/parish/Diocese network and technology resources must be only for the purpose of education, research or communication and then be consistent with the terms of this Agreement, as well as the educational and moral criteria and objectives of the Diocese of Joliet and the School/Parish.

2. Privilege/Relegation

The use of the School/Parish/Diocese network, and other related technology, is a privilege being offered for educational purposes, and any inappropriate use or any use inconsistent with this Agreement or inappropriate with the educational and moral objectives of the Diocese and School, may result in cancellation of the privilege. The principal, pastor, superintendent will make all decisions regarding whether or not the user has violated this Agreement and may deny, revoke, or suspend access at any time. The decision of the administrator is final.

3. Internet/Network Code of Conduct

Users should be aware that any information on the internet is public and can be viewed by parents, students and administrators. There is no right to privacy on the internet, nor does the user have any right of privacy whatsoever in relation to his/her use of the network resources and/or electronic communication. All electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the

property of the School, Parish, or Diocese and are to be used for educational purposes. As of December 1, 2006, federal rule requires that schools archive all email, instant messages and other digital communications produced by their employees. To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, including all communication and files created and saved in the system and may retain such information. Users are expected to abide by the following rules:

Adult personnel act as representatives of the school reflecting the mission and philosophy of the school and parish.

The use of network and technology resources shall not be done in any way that would disrupt its use by others.

The personal address, phone number, or social security number of any student, staff person, faculty members, or colleague are not to be revealed when using the Internet or network.

The network may not be used for personal business, financial gain, or the purchase of merchandise or services without authorization.

Nothing is to be printed, downloaded, displayed or communicated that can be construed as harassment or offensive to others.

Material downloaded from the Internet or email is to be scanned for viruses.

No user shall be involved in, or participate in, any inappropriate electronic communication

No employee, or volunteer may install any software/files without the prior approval of his/her network administrator.

No user may install any program files obtained from another computer without the prior approval of the system's administrator or principal.

The network administrator may remove any material stored by the users which violate the terms of this Agreement.

4. Web Pages

It is the intent of (insert school name) to publish web pages as a method of providing information about the business of the school and parish. This may include the posting of meetings, agendas, students' activities, projects and accomplishments, schedules and other information of

interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects.

Disclosure of student information on any web page should be in accordance with the agreement to publish. Only general school contact information should be made available.

The posting/copying of any material that may violate copyright law is expressly prohibited.

5. Portable Devices

The use of portable devices is for educational and business purposes only. All rules of conduct apply. The school accepts no responsibility for loss or damage to portable devices brought into the school.

6. Vandalism

Vandalism is defined as any attempt to harm or destroy or the actual harm or destruction of data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses, or worms or other files or programs that damage, delete or modify data or applications.

7. Indemnification

The user hereby agrees to indemnify the school/parish/Diocese for any losses, costs, or damages, including reasonable attorney's fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of, this Agreement.

8. Financial Obligations

The employee, or volunteer agrees to be responsible for any financial obligation incurred through the use of the network that is contrary to the terms of this agreement.

9. No Warranty

The School/Parish/Diocese makes no warranties of any kind, whether expressed or implied, for the technology services it is providing, and will not be responsible for any damages users suffer. This includes the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. The School/Parish/Diocese further does not warrant, and has no responsibility, for the accuracy or quality of information obtained through the use of the network.

Signature of User

I, an, employee, volunteer at _____, have read and understand and agreed to abide by the terms of this Agreement. I further understand and agree that should I breach any of the terms of this Agreement, my access privileges may be revoked, disciplinary action taken, and appropriate legal action may be taken, and I further agree to be responsible for any cost or damages associated with, or resulting from, any breach of this Agreement, including reasonable attorney's fees.

I, further, hereby release the school/parish/Diocese and its board members, employees, and agents from any claims or damages arising from my use, or inability to use the network, systems, or equipment, and arising from my use of the network in violation of this Agreement.

Employee/Volunteer Signature

Date