**{School Name}**

**Technology Acceptable Use Policy for School Personnel**

The Catholic schools of the Diocese of Buffalo have as their mission the teaching of the tenets of the Catholic Church. In that spirit, the misuse of technology in any manner for any purpose violates those tenets and damages individuals' dignity. Therefore, the following are the policy, regulations, and procedures for the Catholic schools of the Diocese of Buffalo:

[**School Name**] provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers and support staff. The use of these technology resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner.

Use of the technology resources that are prohibited include, but are not limited to:

* Violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
* Attempting any unauthorized access, including hacking of any computer system;
* Downloading unacceptable materials;
* Re-posting personal communication without the author’s prior consent;
* Violating copyright law;
* Using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
* Downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
* Changing or attempting to alter any configuration, program or password on any computer or system;
* Using a school computer without knowledge/approval of school personnel responsible for the computer;
* Using inappropriate language, pictures, and gestures in any form on the Internet;
* Using the Internet for transmission of materials in violation of local, state or federal regulations;
* Using the Internet for unauthorized purchases
* Associating the school name and/or information in a negative manner with any personal technological activities (i.e.: web page, social networking site, blog, chat room, etc.)

**{School Name}**

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[**School name**] is primarily responsible for:

* Applying blocking to visual depictions of material deemed obscene or to child pornography or to any material deemed harmful to minors as determined by the school administration;
* Teaching proper techniques and standards for Internet participation;
* Guiding student access to appropriate areas of the Internet;
* Informing students that misuse of the Internet in school could result in loss of access privileges and/or further disciplinary action;
* Monitoring privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school’s Internet resource; and
* Disabling, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

The school is not responsible for:

* Unauthorized costs or charges that are incurred by students or personnel over the Internet;
* Any damages the student or personnel may incur, including loss of data; and
* The accuracy or quality of any information obtained through any school Internet connection.

User Agreement (to be signed by all adult users):

I have read, understand, and will abide by the above Technology Acceptable User Agreement when using computer and other electronic resources owned, leased, or operated by [**School Name**]. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

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**Employee Name** (please print)

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**Employee Signature** **Date**