

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STAFF PERSONNEL

Technology Use

It shall be the policy of the Diocese of Des Moines Catholic School Office, under the aegis of the Bishop, that school administrators encourage school personnel to utilize technology in order to increase student achievement and to improve communication.

Careful consideration should be given to the use of social media and electronic communication to avoid any untoward exchanges, such as grooming, of an inappropriate nature. Diocesan and local procedures will be included in the Diocesan Personnel Handbook/Local Handbook and administrators and teachers will review these procedures each year.

All school employees and volunteers who utilize technology must sign a Technology Acceptable Use Statement prior to its usage. (See Regulation 460.2)

Policy Adopted: June 21, 2005
Policy Revised: January 20, 2012
Policy Reviewed: January 21, 2019
Policy Revised: July 30, 2021

**Technology Use
Regulation 460.1**

In the development of a technology policy and procedures for employees, the following minimum should be included:

- 1) Use of technology must be consistent with the mission and goals of the school.
- 2) Use of technology to improve teaching and learning is to be encouraged.
- 3) Use of school property is a privilege not a right.
- 4) All copyright laws are to be followed.
- 5) All illegal and/or inappropriate use of various technologies may result in termination and filing a report with both legal and state education authorities.
- 6) The school reserves the right to monitor all transactions, e-mails, etc.
- 7) Use of school property for commercial, for-profit or personal political purposes is forbidden.
- 8) The employee should sign a Technology Acceptable Use Statement.

Regulation Adopted: June 21, 2005
Regulation Revised: January 21, 2019
July 30, 2021

**Technology Use
Employee, Coach, Activity Sponsor, Volunteer Technology Acceptable Use Statement
Regulation 460.2, following Policy 460**

As an employee, coach, activity sponsor or volunteer at _____ School, I acknowledge that my use of all technology includes both basic understandings and conditions.

Understandings:

- 1) Use of school property is a privilege not a right.
- 2) Use of school owned technology hardware and software may be regulated by the school
- 3) All communication from Catholic school personnel represents the school and the Catholic Church
- 4) Use of technology must be complementary to the mission and goals of the school

Conditions:

- 1) There should be no expectation of privacy
- 2) The school may regulate and monitor all transactions, e-mails, etc.
- 3) All copyright laws and license agreements must be followed
- 4) Use of school technology for commercial, for profit or political purposes is forbidden
- 5) The same rules of privacy, ethical and educational considerations utilized in other communications apply to any use of technology or social media.
- 6) All illegal and/or inappropriate use of technology at school and/or off school property may result in termination and a report made to legal authorities
- 7) If the employee is a licensed employee or bus driver and uses technology to communicate illegal or inappropriate words or actions, a report may be filed with state education officials
- 8) An employee, coach, activity sponsor or volunteer who initiates contact with students utilizing social media must grant access to the school administration and/or designee.

I have read and agree with the conditions in this Statement.

Employee Signature

Date

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