

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**STAFF PERSONNEL**

**Technology Use**

**Employee, Coach, Activity Sponsor, Volunteer Technology Acceptable Use Statement**

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

Regulation Adopted: June 21, 2005

Regulation Revised: January 20, 2012

Regulation Reviewed: January 21, 2019