



**Archdiocese of Seattle, Office for Catholic Schools**  
**ELECTRONIC MAIL AND INTERNET USE AGREEMENT**  
**STAFF**

*Agreement and Regulations for Acceptable Use of School Technology Resources*

**Use of \_\_\_\_\_ School's Technology Resources**

*(A signature on this agreement shows a staff member has read and agrees to use technology in the acceptable manner described.)*

- School staff may only use the Internet for work related purposes. It is the employee's responsibility to ensure that the Internet is utilized in a manner consistent with archdiocesan mission and policies, and uphold the legal, ethical, and religious standards to which Catholic school employees are bound.
- Teaching staff may not use Internet or e-mail for the purpose of generating or responding to messages, and/or researching a topic at times when they are responsible for directly instructing or guiding student learning.
- Internet activity is public in nature; confidential, private, and other information or materials exchanged using this resource may be subject to subpoena.
- Misuse or abuse of the Internet on a school computer may result in cancellation of an employee's access to the Internet or possible dismissal.
- The principal must grant permission for an employee to subscribe to listservs or news-groups not directly related to student learning.
- Downloading information from the Internet is similar to checking out books from a library and may be subject to copyright and intellectual property laws.
- E-mail is meant for informal correspondence but not to create and store significant and/or official documents. If a record is needed a paper copy must be generated and filed and retained.
- Employees may not retrieve, read, or change e-mail messages that are not sent to them.
- E-mail activity and product are subject to subpoena. Users are cautioned to create e-mail messages that are prudent, business related and with the understanding that the messages might be read and reviewed out of context and/or forwarded without the senders' permission.

I state that I fully understand the terms of the Electronic Mail and Internet Use Agreement and agree to abide by them. I realize the school computer system may be capable of recording Internet addresses of any site I visit and keeps a record of network activity in which I transmit or receive any materials. I acknowledge that any electronic message I send or receive may be recorded and stored in an archive file for management use. I understand that any violation of these procedures could lead to revocation of use or dismissal.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*