



EMPLOYEE ACCEPTABLE USE POLICY

Employees and volunteer workers are permitted access to computer and telecommunications resources to further the goals of this institution. Reasonable care has been taken to assure the appropriateness of the material available through the use of software and telecommunications. However, employees and volunteers are warned that this school/parish and the Archdiocese of Milwaukee do not have total control of the information on the Internet. Each individual is responsible for imparting the standards of ethical and legal conduct when using the school/parish computer system and telecommunications.

Rules for Acceptable Use:

1. Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General rules for behavior and communication apply.
2. Network storage areas and school/parish issued or personal devices may be subject to search. Administrators may review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational or business purposes. Users should not expect that files will always be private.
3. The following are not permitted:
 - a. Using obscene language
 - b. Harassing, insulting or attacking others
 - c. Tampering with or damaging computers, computer systems, or networks
 - d. Circumventing security measures on school/parish or remote computers or networks
 - e. Violating copyright laws and plagiarism
 - f. Using another's password
 - g. Trespassing in another's folders, work or files
 - h. Employing the network for personal, financial, or commercial gain
 - i. Misrepresenting oneself as another individual or organization
 - j. Sending, posting, recording, or encouraging receipt of messages or information that may be offensive because of their sexual or racist content
 - k. Intentionally downloading, viewing, soliciting, seeking, displaying, or distributing pornographic material
 - l. Revealing proprietary or confidential information without authorization
 - m. Conducting or soliciting illegal activities
 - n. Representing one's personal opinion as that of the employer
 - o. Interfering with the performance of one's job or the jobs of other employees
 - p. Any other purposes that violates employer policies or practices

I have read the rules for acceptable online behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules, I understand that I may be subject to disciplinary action.

PRINT EMPLOYEE NAME:	POSITION:
SIGNATURE OF EMPLOYEE:	DATE:

By entering my full name, I attest that this constitutes my legal electronic signature on this form.