



Holy Family
Catholic Regional Division

FORM 140-3 STAFF, CONTRACTORS, and VOLUNTEERS TECHNOLOGY RESPONSIBLE USE AGREEMENT

This agreement shall be reviewed and signed by staff, contractors, and volunteers upon commencement of employment, and/or as required by Technology Services.

HFCRD provides access to the Division's network and Information Technology (IT) equipment to enhance learning for students and facilitate work activities for staff, contractors, and volunteers. All users shall adhere to the following standards of responsible use when accessing either division IT resources (software, hardware, network, and Internet), or their own personal electronic device for educational or business purposes. HFCRD reserves the right to access, audit, and monitor use of all supplied IT resources, without prior notice to the user, to maintain the integrity of the system and to ensure responsible use.

Responsible Use

- I will follow all school division policies and administrative procedures regarding responsible use of technology.
- I will take full responsibility for, and respectfully use, all IT resources and equipment available to me.
- I will take responsibility for my actions when viewing and posting information and images online.
- I will treat others with respect and use appropriate language and images when communicating with others.
- I will only use IT resources and equipment for legal and appropriate activities.
- I will abide by copyright laws and use correct citation of my information sources.
- I will only use my own account and electronic data unless granted sharing permission by another user.
- I will use IT equipment, bandwidth, and file space responsibly.
- I will keep my password confidential.
- I understand I am responsible for any actions performed on the computer while I am logged on, therefore I will always log out when finished on the computer or when I am away from the workstation.

Safe Use

- I will keep my personal information secure, including my age, address, and phone number.
- I will help maintain a safe computing environment by reporting any inappropriate material, security, or network problems to a school administrator, Technology Department, or system administrator.
- I understand the division uses a web filter to safeguard students and staff from inappropriate content, but that it may not always be possible to block inappropriate content.
- I will not further distribute inappropriate content.

Appropriate Use

- I will obtain permission of the individual(s) involved and of a school staff member before photographing, videoing, publishing, sending, or displaying their information online.
- I will obtain permission from individual(s) when sharing commonly created electronic data.
- I will use IT resources and equipment in a positive manner so as not to disturb system performance and to not breach security standards.
- I will not use any HFCRDS' IT resources for political lobbying, product advertising, personal profit, or private business.
- I will only download, save, or install either full or portions of any software, music, movies, and images in accordance with HFCRDS' standards and copyright laws.

Reliability

- I understand teachers and technicians do their best to ensure the availability and reliability of HFCRD'S IT resources; however, I also understand IT resources may be unavailable at times due to extenuating circumstances.
- I understand not all information on the Internet is true and accurate, therefore I will learn to assess the information that I find.
- I understand Network Administrators may review files and communications to maintain integrity of the system and to ensure responsible use.

Personally-Owned Devices

Individuals may use their own personal electronic devices on the network. When using a personal mobile device, all of the above conditions apply, in addition to the following:

- I realize that by registering/using my personal device on the HolyFamily-Public network, the device can be monitored and my computing activities can be traced back to me.
- I will only connect to the wireless network, and not the wired network or any other external network, even though other networks from the neighborhood might be visible to me.
- I will ensure my personal device is equipped with current virus protection software if supported by the device.
- I will turn off all peer-to-peer sharing (music/video/gaming) software or web-hosting services on my device while connected to the HolyFamily-Public network.
- I will use my personal electronic device appropriately during class/business time. During non-instructional/non-work times, students and staff may use their personal electronic devices providing that they adhere to the expectations of this agreement.
- I understand the security, care, connectivity, and maintenance of my device is my responsibility.
- I understand HFCRD is not responsible for the loss, theft, or damage of my device.
- I understand technical support for my personal electronic devices is my responsibility



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STAFF TECHNOLOGY RESPONSIBLE USE AGREEMENT

REQUIRED SIGNATURES

I have read, understand, and will abide by the provisions and conditions of HFCRDS' Responsible Technology Use Agreement. I understand the inappropriate use of IT resources (equipment and/or the network) may result in suspension, cancellation of access privileges, and/or disciplinary/legal action. By signing below, I accept the conditions of this agreement.

Name (please print) _____

Site/Location: _____ Position: _____

Signature: _____ Date: _____