

**DIOCESE OF BATON ROUGE
INTERNET AND E-MAIL POLICY**

St. Thomas More Catholic School realizes that electronic mail (e-mail) and Internet services are important assets to both the school and the employee. The school provides both e-mail and Internet services for employees to help facilitate the functioning of school work. However, such e-mail and Internet systems, *including* their contents, are considered to be the property of the school and to be used for business purposes. As such, the school reserves the right to monitor the use of both e-mail and Internet services. Messages created, sent, or received using the school's e-mail system are the property of St. Thomas More Catholic School and may be subject to access and disclosure. Improper use of these systems may result in legal claims against both the employee and the school and may result in disciplinary action, including termination, against the offending employee.

Use of the school e-mail and the Internet system is permitted for personal use if it is infrequent and occasional, however, such messages are property of the school. Because the e-mail, website content, and all related material are property of the school, the school may access this material without notice and there is no expectation of privacy in this material. The school e-mail and Internet system shall not be used to solicit any commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. In addition, the school e-mail and Internet systems are not to be used to view or create any offensive or disruptive messages. Offensive or disruptive messages include those that contain sexual connotations, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, gender, sexual orientation, religious or political beliefs, national origin, or disability. The Internet and e-mail system are not to be used for any chatrooms, games, pornographic, or otherwise inappropriate or unlawful sites. The e-mail and Internet system are also not to be used to send/upload or receive/download any materials or information without the prior authorization of the school. Downloading templates, updates to software, and other downloads related to an employee's work are an exception to the download prohibition, unless there is a question as to the download's effect on the school e-mail and Internet system. Any employees who discover a violation to this policy are responsible for notifying school administration immediately. Any employee who is in violation of this policy or uses the e-mail and/or Internet system improperly may be subject to discipline up to and including dismissal.

THUS DONE AND SIGNED on this ____ day of _____, ____

EMPLOYEE'S SIGNATURE

PRINT NAME