

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: J-Program Management and Quality Improvement

Section: 1302.101 Management Systems

Subject: Computer System and Equipment

Policy:

This policy and procedure has been adapted from “Tri-County Community Council, Inc. Personnel Policies & Procedures” manual, Chapter 1, General Section 4.13. Quote: “Computer system and equipment are provided for business related use. It is the responsibility of employees to see that these information systems are used in an efficient, ethical, and lawful manner. Employees will be held responsible for misuse that occurs.

Procedure:

1. Introducing or using unauthorized software could destroy or corrupt the company’s computer system and is prohibited. Employees are required to use only company-provided software.
2. Downloading of materials is prohibited unless authorized.
3. Instant-messaging, blogging, online chatting, etc. is prohibited as is E-mailing offensive material, threats or harassment, or unauthorized confidential information. Emails are subject to public disclosure and the AGENCY prohibits emails of personal use that would be harmful to the AGENCY.
4. AGENCY prohibits the personal use of “social networking” such as YouTube, Facebook, My Space, Twitter, etc., on company time.
5. The AGENCY prohibits employees from accessing pornographic, gambling-related, and other inappropriate websites.
6. Internet access may be revoked at any time the AGENCY sees fit.
7. Employees caught misusing the Internet or violating policy are subject to discipline up to and including termination.