

**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 System  
**Subject:** Computer Use

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**Policy:**

This policy and procedure has been adapted from a memorandum that was written by Joel Paul, Jr., Executive Director of Tri-County Community Council, Inc. on May 15, 2007. Quote: “Some employees are applying for personal service/items/articles, etc. on websites.”

When completing the questionnaire or form online, employees are entering the agency telephone number as their “business,” “daytime”, or “contact phone number”. On **THREE** occasions the agency has incurred ‘charges’ because the agency phone number was entered. This takes time from regular agency duties to track down the source of the charge as they are sometimes hidden on the regular phone bill. THEREFORE ...

**Procedure:**

1. DO NOT use the agency telephone number online unless it is business related.
2. DO NOT be ‘clicking’ onto “pop-ups” ... this can open the door to bugs or virus’ entering and damaging the system or retrieving agency info.
3. ANYONE responsible for such charges in the future will be liable for any expenses incurred . . . the original charge, phone calls & employee time involved in tracking and/or correcting any of these charges.
4. Discipline up to and including termination for violation of this directive.”