

**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:** Non-Employee Use of Head Start/Early Head Start Computers

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**Policy:**

This policy and procedure has been adapted from “Tri-County Community Council, Inc. Personnel Policies & Procedures” manual, Chapter 1, Section 4. 14– General, Page 10-11. 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. (This includes non-employees, such as parents with presently enrolled children, who have been granted access to the program’s computers.) Employees will be held responsible for misuse that occurs.”

**Procedure:**

1. No staff family members may use Head Start/Early Head Start computers without the Center Director’s permission. Only parents with children who are presently enrolled may ask for permission from the Center Director to use Head Start/Early Head Start computers for the following reasons: Head Start/Early Head Start business, use “Access” for food stamps/proof of income, job hunting, or educational training of how to use a computer.
2. If permission is granted, the non-staff member may have access to a Head Start/Early Head Start computer, only under the supervision of the Center Director or family service advocate.
3. Instant messaging is prohibited, as is E-mailing offensive material, threats or harassment, or unauthorized confidential information.
4. The AGENCY prohibits anyone from accessing pornographic, gambling-related, and other inappropriate websites.
5. Internet access may be revoked at anytime the AGENCY or Center Director sees fit.