



**Policy Number:**  
AG-006

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|--|---|--|--|
| <b>Subject:</b>                            | TECHNOLOGY USE  |  |  |
| <b>Section:</b>                            | ADMINISTRATE GENERAL  |  |  |
| <b>Effective Date:</b> 05/01/2005          | <b>Review Date</b> 02/13/15   |  |  |
|  | <b>Revised Date:</b> 02/11/2014   |  |  |
| <input type="checkbox"/> <b>New Policy</b> | <input type="checkbox"/> <b>Supersedes Policy Dated:</b> 02/27/2012             |  |  |
| <b>Issued by:</b> HR Administrator         | <b>Concurred with and Approved by:</b><br>Jim Burns, Director    Initial: _____ |  |  |
| <b>Cross Reference:</b>                    |   |  |  |
| <b>Distribution:</b>                       | All employees of Family Focus   |  |  |

**POLICY**

Family Focus staff and its personnel will abide by all federal and state laws regarding all information technologies (IT), which include all hardware, software, networks, and data. Any violations of this policy may result in a performance improvement process.

Family Focus owns all data that resides within its resources.

All Family Focus personnel will adhere to all software license provisions.

All Family Focus personnel will adhere to copyright restrictions on all materials obtained from outside of Family Focus, Inc.

All Family Focus personnel will procure software and hardware according to Family Focus’s purchasing policy.

All Family Focus personnel will conduct their electronic communications in a professional manner according to the formats prescribed in company policies.

All information owned by Family Focus is to be accessible according to access permissions/policies defined by Family Focus, Inc. administration.

E-mail communications, computer systems, the Internet and any other information resources are not private and may be monitored by Family Focus to ensure that there is no unauthorized use of the company’s systems, to ensure compliance with Family Focus’s policies and to investigate conduct or behavior that may be illegal or adversely affect the organization and/or its employees and other constituents. (Title I of the Electronic Communications Privacy Act prohibits interception of electronic communications and Title II of the Electronic Communications Privacy Act prohibits retrieval of messages from storage. However, both Titles grant the provider of the service, Family Focus, exceptions to the prohibitions.)

**PROCEDURE:**

Mac OS:Users:macbook:Downloads:Policies and Procedures:AG-006 Technology Use.doc

### **Acceptable Uses**

It is only acceptable to use Family Focus's IT resources for purposes that are approved by the management and are directly related to the mission and business of the organization.

Acceptable uses of the Internet are, but not limited to:

1. Enhance client care
2. Benefit community health
3. Provide continuing education
4. Enhance client/family/group education
5. Positively affect operations (cost reduction or revenue/efficiency increase)
6. Public service

All Family Focus personnel will use only software and hardware that is provided and/or approved by the organization.

### **Unacceptable Uses**

Family Focus IT resources must not be used for personal or recreational use.

Family Focus IT resources must not be used for electioneering.

Family Focus IT resources must not be used for solicitation, other than approved requests for membership, fundraising or other resources on behalf of the organization.

Family Focus IT resources must not be used for viewing or transmitting unacceptable material, including material for a pornographic, violent or hateful nature.

Family Focus IT resources must not be used for any illegal purposes.

Family Focus IT resources must not be used for intentionally disrupting or "hacking" the IT systems of this or any other organization or individual.

Family Focus IT resources must not be used for any form of advocacy that is not within the organization's mission.

Family Focus IT resources must not be used to perform work for other employers.

No member of Family Focus will use communications facilities to convey offensive, harassing, vulgar, obscene or threatening information, including disparagement of others based on race, national origin, marital status, gender, age, disability, pregnancy, religious or political beliefs, or any other characteristic protected under federal, state or local law, is strictly prohibited (see policy WS-007).

Each Family Focus information individual (employee, contract worker, students, volunteers, etc.) will be accountable for the information he/she enters, alters, and views within the Family Focus information resources.

### **INTEGRITY**

All of Family Focus, Inc.'s data will be backed up daily. For security and safety reasons all data is externally backed up and maintained off premises weekly.