

Adopted 4/04

Subject: PERSONNEL POLICY #28
INFORMATION SYSTEMS

Choices In Community Living recognizes the need for quality communication throughout the agency. All information systems including e-mail, Internet, voice mail and computers and all information therein are the property of Choices In Community Living and provided at the agency's expense to facilitate quality agency communications. Employees should not consider information systems provided for their use as private but the sole property of Choices In Community Living. The agency may monitor the use of its information systems at any time at its sole discretion. The purpose of this policy is to ensure proper use of agency resources by employees. The following provisions and conditions apply to all users of such resources, wherever the users are located. Violations of this policy may result in disciplinary action up to and including termination, and/or legal action.

- Although Choices In Community Living respects the individual privacy of its employees, employee privacy does not extend to employees' work related conduct or to the use of agency owned equipment or supplies.
- All Choices In Community Living resources and the contents thereof, including, but not limited to, desks, lockers, file cabinets, information systems and telecommunications resources, are subject to the agency's control and supervision and are not private areas for employees. This includes any information contained in agency computers such as e-mail, instant messaging and data storages including hard drives, floppy discs, and tape backups.
- Information systems and telecommunication resources include, but are not limited to, the following: host computers, file servers, workstations, stand alone computers, laptops, software, terminals, printers, telephones, facsimile machines and internal or external communications networks (Internet, commercial on-line services, bulletin board systems, etc.) that are accessed directly or indirectly from Choices In Community Living facilities.
- Choices In Community Living has the right to monitor any and all aspects of the information systems and telecommunications, including employee e-mail and voice mail, to ensure compliance with this policy. This includes the right to perform manual or automated audits. Passwords and message delete functions do not restrict the agency's ability or right to access this information.

- The information systems and telecommunications equipment and supplies accessible to employees are to assist them in the performance of their jobs. Employees do not have the right to privacy in anything they create, send or receive on these systems. Therefore, communications should be professional in nature. All users have the responsibility to use all information systems and telecommunication resources and services in an efficient, effective, ethical, and lawful manner. Unethical and unlawful uses may include, but are not limited to:
 - Connecting, posting or downloading pornographic materials.
 - Engaging in computer hacking and/or other related activities in an attempt to disable or compromise the security of the information contained in the agency's computers.
 - Using available resources to access confidential and/or sensitive or information irrelevant to an employee's essential function and area of responsibility.
- While the agency permits occasional personal use, employees must ensure that such use is responsible and clearly incidental to business use. However, the agency will hold employees responsible for any personal long distance calls they make without prior supervisor authorization.
- Choices In Community Living prohibits any form of communication, electronic or otherwise, that could be considered offensive, demeaning or disruptive. This includes, but is not limited to, messages that are not consistent with the agency's equal employment opportunity and/or harassment policies.
- Choices In Community Living prohibits the installation or use of unauthorized software (including games) at any time. A Choices In Community Living authorized information systems support person must grant in writing authorization for the installation and use of software not provided by the agency.
- Choices In Community Living prohibits employees from disseminating information that is confidential or sensitive to the agency. Employees, when unsure of the nature of the information, will seek the counsel of an agency director.
- Choices In Community Living prohibits employees from unlawfully reproducing and/or distributing copyrighted material found on the Internet without the express permission of the author or copyright holder.
- Choices In Community Living prohibits employees from establishing Internet or other network connections that could allow persons to gain access to the agency's information systems. These connections include the establishment of hosts with public modem dial-ins, World Wide Web pages and File Transfer Protocol (FTP).

- Choices In Community Living requires employees to check any and all files downloaded from the Internet for possible computer viruses.
- Employees who post information on the Internet for agency business purposes must ensure that it accurately reflects the standards of corporate policies. Employees, when in doubt, will contact the human resources director or the executive director for clarification prior to posting the information.
- A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized to do so by the operators of those systems.
- Choices In Community Living may assign cellular telephones, pagers, lap top computers, cameras or other devices essential to employees' job performances. The agency will require employees to pay the replacement costs of these devices in the event that they lose or damage them through negligence, misuse or other inappropriate actions.