

PERSONNEL POLICY #28

INFORMATION SYSTEMS AND EQUIPMENT USAGE

Choices In Community Living recognizes the need for connectivity and quality communication throughout the agency. All information systems (including email, internet, and voicemail), computer and other equipment and information therein are the property of Choices In Community Living and provided at the agency's expense to facilitate work performance and quality agency communications. Employees should not consider information systems and equipment 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 and equipment 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 (including employees, contractors and any other persons), wherever the users are located. Violations of this policy may result in disciplinary action up to and including termination, and/or legal action. 0

- Although Choices In Community living respects the individual privacy of its employees and contractors, employee and contractor privacy does not extend to such individuals' 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 or contractors. 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, standalone 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 and contractor

email 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 and contractors are to assist them in the performance of their jobs. Employees and contractors 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 or contractor's essential function and area of responsibility.

- While the agency permits occasional personal use, employees and contractors must ensure that such use is responsible and clearly incidental to business use. However, the agency will hold employees and contractors 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, harassment, non-discrimination or other policies.

- Choices in Community Living prohibits the installation or use of unauthorized software (including games) on its systems and equipment 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 and contractors from disseminating information that is confidential or sensitive to the agency. Individuals, when unsure of the nature of the information, will seek the counsel of an agency director.
- Choices In Community Living prohibits employees and contractors 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 and contractors 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 and contractors to check or to seek IT assistance in checking any and all files downloaded from the Internet for possible computer viruses.
- Employees and contractors who post information on the Internet for agency business purposes must ensure that it accurately reflects the standards of corporate policies. Individuals, 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, laptop computers, cameras or other devices for use by employees or contractors in their job performances. Such individuals will be required to pay the replacement costs of these devices in the event that they lose or damage them through negligence, misuse or other inappropriate actions. Any individual to whom any agency equipment is assigned will be required to sign an Equipment Receipt Acknowledgement and Use Agreement for such equipment in the form attached hereto.

EQUIPMENT RECEIPT ACKNOWLEDGMENT AND USE AGREEMENT

Employee Name: _____

Date of Issuance: _____

Equipment Issued:

Item(s) (Description/Brand/Model/Serial No.): _____

Acknowledgment of Receipt and Agreement

By signing below, I, the undersigned, acknowledge the receipt of the company-issued equipment specified above (the "Equipment") and agree to the following terms:

1. **Policy Receipt and Review:** I have reviewed the company's Personnel Policy #28 – Information Systems and Equipment Use Policy (the "Usage Policy") in the form to which this acknowledgment is attached.
2. **Proper Use and Compliance with Policies:** I agree to use the Equipment solely for work-related purposes and reasonable incidental personal use and to abide by all company policies regarding its use, including the Usage Policy.
3. **Care and Maintenance:** I agree to take reasonable care of the Equipment, including keeping it in a secure location and protecting it from unauthorized use.
4. **Financial Responsibility:** I understand and accept that I am financially responsible for the repair or replacement costs if any of the Equipment is lost, damaged, or stolen due to my misuse, negligence, or failure to comply with company policies. This includes any damage due to mishandling, failure to secure the device, or unauthorized use.
5. **Return of Equipment:** I agree to return the Equipment including all accessories (e.g., power cords, carrying cases, etc.) in good condition when requested by the company or upon the termination of my employment.

Employee/Contractor Signature: _____

Date: _____

Manager/Supervisor Signature: _____

Date: _____