

PEOPLE'S PLACE

Technology Use Policy

Approved By: Board of Directors
Review/Revision Date: 12/01/2020

I. PURPOSE

The purpose of this policy is to safeguard agency resources and information.

II. POLICY STATEMENT

It is the policy of People's Place to ensure that use of agency technology among staff and volunteers is consistent to safeguard agency resources and information.

III. APPLICATION

This policy applies to all People's Place staff and volunteers.

IV. DEFINITIONS

Technology- includes, but is not limited to hardware, software, services, and supporting infrastructure to manage and deliver information using voice, data, and video.

V. STANDARDS

- A. E-mail and other electronic communications transmitted by People's Place equipment, systems and networks are not private or confidential, and they are the property of the company. Therefore, People's Place reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
- B. Agency technology should be used with caution as it could result in viruses and extensive damage to our systems.
- C. The use of the Internet is a privilege, not a right, and inappropriate use may result in disciplinary action up to and including termination. Employees are prohibited to search, print, post, view, or display any pornographic, adult or any other material that may be inappropriate.
- D. An individual who violates any provision(s) of this policy and/or causes damage to computers or systems will be responsible for the cost of repairs, reconfiguration, or restoration. The employee may also be subject to disciplinary action up to and including termination.
- E. Agency technology must not be used for personal use to access, create, transmit, print or download material that is illegal, derogatory, defamatory, obscene, or offensive, such as slurs, or anything that may be construed as harassment or disparagement based on color, race, national origin, sex, sexual orientation, gender identity, age, disability, or religious or political beliefs.

- F. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on People's Place or be contrary to its legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden. All illegal activities will be reported to authorities.
- G. Employees are prohibited from sending e-mail messages that may be considered illegal, offensive, hostile, aggressive, threatening, or inappropriate to anyone.
- H. The only items allowed in the signature of an email are name, title, credentials, program, telephone number, cell phone number, address, fax number and logo. Personal comments of any kind are not permitted.
- I. Copyrighted materials belonging to entities other than People's Place may not be transmitted by employees on the company's network without permission of the copyright holder. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an Internet site with other interested persons for business reasons is permitted.
- J. Caution should be used when receiving email from someone you do not know or that are suspicious in any way. Never open any attachments or click on links, images in an e-mail received from someone you do not know.
- K. The use of the agency e-mail system is reserved solely for conducting People's Place business. It may not be used for personal business outside the interests of the company. Personal email accounts may not be used for People's Place business.
- L. Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
- M. Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

VI. REFERENCES

Telework agreement.

VII. Exhibits

None.