

UMCHS, Inc's Computer and Network Use Policy

Purpose

To ensure the appropriate use of Umatilla-Morrow County Head Start computer and network resources by its employees, independent contractors, and other computer users.

Policy

The computers and computer accounts used by employees are provided to assist them in the performance of their jobs. **The computer and network systems belong to Umatilla-Morrow County Head Start, and should be used primarily for Head Start business purposes.**

Computer users are governed by the following provisions, which apply to all usage of computer and network resources and services. Computer and network resources and services include, but are not limited to, the following: host computers, file servers, email systems, workstations, stand alone computers, laptops, personal digital assistants (PDAs), software, and internal or external communications networks (e.g. the Internet, intranet, commercial online services, web site and portal, bulletin board systems (BBSs), and email systems) that are accessed directly or indirectly from Umatilla-Morrow County Head Start computer facilities. The term "users", as used in this policy, refers to all employees, volunteers, parents, family members, independent contractors, and other persons or entities accessing or using Umatilla-Morrow County Head Start computers and network resources and services.

All computer users have the responsibility to use the computer resources in an efficient, effective, ethical, and lawful manner, and in a manner that is consistent with Umatilla-Morrow County Head Start policies and procedures, and with the Head Start Performance Standards.

1. **Confidentiality.** All information about children and families receiving services from Umatilla-Morrow County Head Start is confidential. No information may be shared with any person or organization outside Umatilla-Morrow County Head Start without the prior written permission of the family, except as mandated by Oregon Law ("Exceptions to Prior Consent", OAR 581-21-340) and Head Start policy. Head Start staff and volunteers should strive to protect the privacy of children and families in the program, and should view or print confidential family information only when it is necessary to do so to better serve the family.
2. **Security.** Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords.
3. **Privacy.** Users grant permission to Umatilla-Morrow County Head Start to include their name, email address, business address, and business telephone number in publicly accessible directories, databases, and documents, and including as staff directory on the World Wide Web. All other personal information will be considered confidential, and will not be published or released in any form without written permission.
4. **Appropriate Use.**
 - a) Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, violent or unlawful material may not be sent by email or other form of electronic communication or displayed on or stored in Umatilla-Morrow County Head Start computers. Users encountering or receiving such material should immediately report the incident to his/her supervisor or the Information Systems Director. Umatilla-Morrow County Head Start may edit or delete any such material found on any computer or network.
 - b) The computer and network resources and services of Umatilla-Morrow County may not be used for the display, transmission, or storage of commercial advertisements, solicitations, promotions, destructive programs, political material, or any other unauthorized purpose. Use of the electronic mail systems to distribute advertisements, jokes, chain letters, or any other personal notices or messages to distribution lists or other groups of more than three people either inside or outside of Umatilla-Morrow County Head Start is prohibited.

- c) Users must exercise reasonable care to prevent loss or damage to computer hardware, software, and information in their possession. This includes, but is not limited to, the use of reasonable care to prevent the spread of computer viruses, worms, 'Trojan horses', and other malicious code.
 - d) Users may not use or install software of any kind onto their individual computers or onto the network without first receiving prior authorization to do so from the system administrator. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
 - e) Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. Users must not attempt to access network or Internet systems unless specifically authorized to do so by the operators of those systems.
 - f) Users must restrict personal use of Umatilla-Morrow County Head Start computer systems and network resources to scheduled breaks and other non-work hours, except with the permission of their supervisor. This includes, but is not limited to, the use of chat rooms, non work-related use of Internet email, the World Wide Web, and Usenet newsgroups. **IRC, ICQ, Instant Message channels (AOL and Yahoo for example), and games of all kinds are not allowed on Umatilla-Morrow County Head Start computers at any time!**
 - g) Users may not use high bandwidth programs for personal use during business hours. Examples would include, but is not limited to, streaming video and audio players such as Real Player, Winamp, Windows Media Player, Spinner, and Peer-to-Peer file sharing programs such as AudioGalaxy, Kazza, and WinMX.
5. **Responsibility.** Umatilla-Morrow-County Head Start is not responsible for the actions of individual users.

Umatilla-Morrow County Head Start has the right, but no the duty, to monitor any and all aspects of computer systems, including employee email, to ensure compliance with this policy. Employees should not have the expectation of privacy in anything they create, send, or receive on the computer. Users should use the same care in drafting email and other electronic documents that they would for any other written communication. Anything created on the computer may, and likely will, be reviewed by others.

Umatilla-Morrow County Head Start has the right to take any actions that it believes are necessary to ensure the integrity of its computer and network resources. It also has the sole right to determine the appropriate content for the web site and portal, and to edit or delete any material posted there.

If you have any questions about appropriate use of computer and network services at Umatilla-Morrow County Head start, please contact Mike Snyder, Information Systems Director.

Company Website:

www.umchs.org

WebAccess Email:

mail.umchs.org

Umatilla-Morrow Head Start, Inc.'s E-Mail Policy

The agency has established a policy with regard to access and disclosure of electronic mail messages created, sent or received by agency employees using the agency's electronic mail system.

The agency intends to honor the policies set forth below, but must reserve the right to change them at any time as may be required under the circumstances.

1. The agency maintains an electronic mail system. This system is provided by the agency to assist in the conduct of business within the agency.
2. The electronic mail system hardware is agency property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of the agency. **They are not the private property of any employee.**
3. The use of the electronic mail system is reserved solely for the conduct of business at the agency. It may not be used for personal business.
4. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
5. The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
6. The agency reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes, may be disclosed within the agency without the permission of the employee.
7. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the agency or they are invalid and cannot be used.
8. Notwithstanding the agency's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the employer.
9. Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer passwords must be provided to supervisors. No password may be used that is unknown to the agency.
10. Any employees who discover a violation of this policy shall notify Mike Snyder, the I.S. Manager.
11. Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including discharge.