**Policy # FCSS-0066.09**

**FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)**

**RIMBEY COMMUNITY HOME HELP SERVICES (RCHHS)**

**POLICY**

**NAME: STAFF COMPUTER USE**

**DEPARTMENT: ADMINISTRATION**

**EFFECTIVE DATE: JUNE 17, 2009**

FCSS/RCHHS owned computer equipment is supplied to FCSS/RCHHS staff for use at the office for work related tasks, education, and other appropriate purposes only. Staff is encouraged to become familiar with the technology available to them and to utilize the educational aspects of programs offered on-line.

Occasionally, staff and or volunteers, on personal time, by request and for appropriate purposes only, may use FCSS/RCHHS computer equipment.

The following provisions must be in place in order for this to happen:

* The computer work station is available and not needed for agency business.
* Permission from on-site supervisor is given.
* Privacy needs for staff and/or clients are respected.
* Respect for staff personal property is maintained.
* Access to questionable or restricted web sites will not be allowed.
* Only sites deemed to be “secure” are accessed.
* Extreme care and protective behaviors must be exercised in order that FCSS/RCHHS equipment and integrity is maintained.
* Internet protocols and etiquette are adhered to at all times.
* Codes for access to wireless internet service may be granted if approved by the Board or their designate.
* Do not interfere with paid staff regular duties, in specific, asking for help to use equipment.

Only authorized computer software owned or approved by FCSS/RCHHS may be used with agency equipment.

Agency portable computer equipment may be taken out of the office if signed out, properly cared for and returned promptly. (Refer to Family Resource Library Lending procedures)

Failure to comply with this policy may result in loss of computer privileges or termination of employment.

Revised/Reviewed Date: **May 30*, 2019***

This Policy shall be reviewed at the discretion of the Board but at least annually.