# Computer Use Policies

**Purpose of policies**

God’s Love International (GLI) provides computer workstations to certain employees to enable them to perform their respective job functions. Any computer use that is directly job-related is appropriate. In addition, personal email use, Internet use, and incidental computer use are acceptable, so long as they conform to the policies described within this document.

Adhering to the policies in this document helps ensure that you avoid inappropriate computer use that may put you or GLI at unnecessary risk. These policies promote a secure network, improved productivity, and the best use of computing resources.

**Policy scope**

GLI's computer use policies apply to all GLI employees, volunteers, contractors, consultants, temporary employees, and other workers who use or have access to any of the following:

* The GLI network and its computer systems.
* A GLI-owned computer or workstation used to connect to the GLI network.
* A personally-owned computer or workstation that is used to connect to the GLI network; computer use of this nature requires the prior written approval the President/CEO or the President/CEO’s delegate.
* A computer account (or any form of access that supports or requires a password) on any system that resides at any GLI facility, that has access to the GLI network, or that stores any proprietary GLI information.
* Remote access connections that access the GLI network to do work on behalf of GLI, including reading or sending email, and viewing intranet web resources. Computer use of this nature requires require the prior written approval the President/CEO or the President/CEO’s delegate.

**Enforcement**

GLI may monitor, review, inspect, or remove any content (software, email messages, and files) stored on a GLI computer at any time, with or without prior notice to the employee. This includes software, email, or files that may be considered to be of a personal nature.

Any employee found violating GLI's computer use policies may be subject to disciplinary action, up to and including termination of employment.

**Passwords**

If an employee is granted use of a computer work station, the employee will assigned a user name identification and be required to select a password in conformance with the GLI policies. Passwords must be at least six (6) characters long and contain at least one non-alpha character (e.g. #,\*, or ?). Passwords shall be required to be changed at least every six (6) months. An employee is never to share their password, or to write down their password. If you forget your pass word, please contact the President/CEO or the President/CEO’s delegate. Under no circumstances are staff allowed to give anyone else, including clients, their passwords.

**PC Usage**

When using GLI computers, no personal disks are to be used as they may transfer virus’ and spyware to the GLI system. Jump drives or thumb drives are permitted. Absolutely no clients are allowed to use any of the GLI computers connected to the network. If there is a question about which computers are available for use to clients, please ask your supervisor.

**Email and Internet Usage**

Incidental and occasional personal use of electronic mail is permitted within GLI, but such messages will be treated no differently from other messages. Discretion and decorum are required because messages can often unintentionally give offense to others. Excessive personal use, whether on GLI or personal time, and transmission of information that may be harassing or defamatory is prohibited. Such excessive or inappropriate use may subject the person involved to disciplinary action; determination if electronic mail use is as permitted shall be at the President/CEO or the President/CEO’s delegate’s sole determination.

Incidental and occasional personal use of electronic mail for contact with persons outside GLI for non-business purposes is permitted on a limited basis.

GLI reserves the right to access, review, and disclose the contents of electronic mail messages. This includes both internal disclosure for GLI purposes and external disclosure.

Incidental or occasional personal use of the Internet is permitted, but appropriate discretion and decorum should be followed. Excessive personal use of the Internet through GLI computer systems, whether on GLI or personal time, is prohibited. Such excessive or inappropriate use may subject the person involved to disciplinary action; determination if Internet use is permitted shall be at the President/CEO or the President/CEO’s delegate’s sole determination.

**AUTHORIZED SOFTWARE**

**General business and specialized software**

Authorized software is software that has been approved for general or specialized business use by GLI computer workstations and that is supported by the GLI designated IT team. When you receive a GLI computer, it comes loaded with all of the software that is needed for your particular position or that was requested by your supervisor.

Specialized software is any software that has not been authorized for general business use, but is still needed to perform your job. As designated by GLI, specialized software is loaded onto your computer workstation as required by your particular position and as requested by your supervisor. If you think you need specialized software to perform your job, please see your supervisor.

**Mandatory anti-virus software**

Due to possible virus contamination when downloading files, you must have the GLI designated antivirus software (“Antivirus software”) running on your system at all times. The Antivirus software automatically scans downloaded files and email attachments for viruses. The Antivirus software was installed during your initial computer setup, and automatically updates the software with the Network. Do not remove or disable the Antivirus software for any reason.

**Conditions for authorized software**

Software must meet the following conditions before it becomes authorized:

* The GLI President/CEO or designee must approve the software for general or specialized business use.
* There must be complete licensing compliance before the software is installed.
* The software must be installed and configured on the computer workstation as authorized by GLI.

GLI reserves the right to install and test all legally acquired software in order to evaluate its potential for general or specialized business use.

**Enforcement**

GLI does not support and/or reserves the right to remove any of the following:

* Any approved specialized software or Internet software that interferes with workstation or network stability.
* Any software that has not been pre-approved.
* Any prohibited software.

Do not download, install, or use unauthorized or unapproved software. Violations of this policy are subject to immediate disciplinary action, up to and including termination of employment.

**INTERNET SOFTWARE**

You must obtain written approval from the President/CEO or his/her delegate before you download or install software from the Internet or an FTP site. This policy includes screen savers, computer add-ons, and plug-ins.

Because software viruses can be embedded in Internet files, security precautions are strictly enforced to minimize risk to GLI.

Do not download, install, or use unauthorized or unapproved software. Violations of this policy are subject to immediate disciplinary action, up to and including termination of employment.

**PROHIBITED SOFTWARE**

Any software that is not authorized is prohibited. Do not download, install, or use unauthorized or unapproved software.

Also, do not install or use any software that allows access to GLI hardware, software, or internal network resources from outside of GLI's network. If you require remote access to GLI's internal network, contact your supervisor.

**Why we prohibit software**

Computer workstations are to be used for conducting GLI business. Prohibited software uses valuable network and/or computer workstation resources.

Potential problems with prohibited software include, but are not limited to, the following:

* Invalid or improper licensing, which can lead to fines of up to $100.00 per unlicensed copy or user.
* Unnecessary network or Internet traffic, which can slow down critical business software and processes, and which can incur the additional costs needed to provide increased network bandwidth.
* Potential copyright infringement, which can lead to potential legal action against individuals and/or GLI.
* Compromised network security, which can lead to the destruction or theft of client data or GLI data.

**Enforcement**

GLI reserves the right to remove prohibited software, prohibited files, or any software that is not specifically authorized, approved, or provided by GLI. Prohibited items can be removed from any workstation immediately and without notice.

Do not download, install, or use unauthorized or unapproved software. Violations of this policy are subject to immediate disciplinary action, up to and including termination of employment. If you have any questions or concerns about the guidelines contained in this policy, please contact your immediate supervisor or the President/CEO.

**My signature below shall acknowledge and certify that I have received, read and understand the computer use policies, a copy of which has been provided to me. By signing this, I agree that I will follow the policies as stated and understand that by violating GLI's computer use policies I may be subject to disciplinary action, up to and including termination of employment.**

Signature

Print Name

Date