



ACCEPTABLE COMPUTER USE POLICY

Center For Family Services' Acceptable Computer Use Policy sets forth the standards by which all employees may use agency computers and the agency network. In this document, Center For Family Services' network applies to all agency owned equipment (desktops, laptops, tablets, phones, etc.) and internet services provided in agency locations.

Center For Family Services network is provided to support the agency's mission of providing high quality, life altering services to children, families and individuals throughout southern New Jersey. Any other uses, including uses that jeopardize the integrity of the network, the privacy or safety of other users/employees, or the privacy of protected health information of the individuals receiving our services, is strictly prohibited.

By using or accessing the agency's network, employees agree to comply with this document and other applicable Center For Family Services policies which may be implemented from time to time, as well as all federal, state, and local laws and regulations. Only employees are authorized to use and/or access the agency network. Outside users, including the individuals we serve should not be granted access to an employee's computer or the network.

General requirements for acceptable use of Center For Family Services network are based on the following principles:

- Each Employee is expected to use their Center For Family Services provided equipment responsibly and with their best judgment.
- Each Employee is expected to respect the integrity and the security of Center For Family Services Network.
- Each Employee is expected to ensure the security of all agency equipment located at their facility.
- Each Employee is expected to not use their agency provided equipment for personal uses.
- Each Employee is expected to report any concerns or breaches of their computers to the IT Department.
- Each Employee is expected to respect the rights and privacy of all users and individuals being served by Center For Family Services by making sure to maintain HIPPA compliance in regards to protected health information.

While maintaining employment with Center For Family Services and using the agency network, employees are prohibited from doing the following.

- Employees may not log on another user to their machine using their own logon credentials. If there is an issue with an employee's logon, that employee needs to contact the IT Department for resolution.
- Employees may not attempt to alter or destroy any files on their machine, and should consult the IT Department if data removal is necessary.
- Employees may not use the agency etwork to stream or view non-work related media.
- Employees may not distribute or send threatening communication of any kind, including but not limited to cyberstalking, threats of violence, obscenity, or other illegal communications.
- Employees may not attempt to bypass network security mechanisms, including those present on the network.
- Employees are not permitted to connect any network devices or systems (e.g., personal cell phones, or personal computers) to the network.
- Employees are responsible for maintaining minimal security controls on their agency computer. Examples include allowing updates to run when prompted and keeping passwords secure.

Disciplinary action may be taken if it is found that an employee continually ignores the guidelines set forth in this policy.

Center For Family Services reserves the right to update or revise the Acceptable Computer Use Policy or implement additional policies in the future. Employees are responsible for staying informed about agency policies regarding the use of computers and the network as well as complying with all applicable policies.

Any questions or concerns about this policy can be directed to the IT Department for further guidance and assistance.

I hereby acknowledge that I will follow the above guidelines.

Print Name

Date

Signature

Date