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<p>Ref #: Personnel Policies</p>	<p>Policy Council Approval Date: 06/21/2022</p>

COMPONENT: ADMINISTRATION

SUBJECT: INTERNET, E-MAIL and SOCIAL MEDIA

PERFORMANCE OBJECTIVE: To establish a standard of acceptable Internet, E-mail and Social Media usage.

POLICY AND PROCEDURE:

All Highland Rim Economic Corporation (HREC) staff are provided with a work email and access to internet usage for work related purposes as a resource and communication tool. All staff are to adhere to confidentiality when using email and internet. Staff are encouraged to ensure accuracy and professionalism in all communications.

E-mail and Internet

All HRHS staff with a legitimate purpose may use E-mail for sending and receiving messages. Discretion is to be used on the Internet when sending documents that are confidential in nature.

HREC reserves the right to review all electronic records **and internet usage**. Therefore, staff should have no expectations that their E-mail **or internet usage** is private.

Staff is to report any hardware, software or security problem immediately to the IT Coordinator.

All social media groups and page affiliated with Highland Rim Head Start (HRHS) will be created and maintained only by the IT Coordinator. All social media postings will be forwarded to the IT Coordinator for review, approval, and posting. HRHS social media will not violate confidentiality of staff, children, and families.

Prohibited Activities

- Social media for personal use during work hours.
- Use of Head Start resources for personal use.
- Deleting temporary files or history.
- Using the Internet for illegal or unethical purposes.
- Invading the privacy of others.
- Making any attempt to damage computer equipment or software.

Prohibited Activities (Continued)

- Using the Internet to view, display, generate, store, distribute, edit, access, record, copy or print vulgar, obscene, or offensive material. Using profanity or sexually-oriented language. Using in any manner that may constitute sexual harassment or be considered discriminatory, derogatory or excessively personal, whether intended to be serious or humorous.
- Downloading or installing any program or software without prior approval.
- Knowingly downloading or distributing any licensed or copyrighted material in violation of any copyright laws without permission. Any efforts to obtain permission should be adequately documented.
- Sending unsolicited mass E-mail or chain letters.
- Using Internet access or computing resources for personal purchases or personal on-line shopping.
- Releasing confidential information through the Internet, except to those persons authorized to receive such information.
- Using for access to, and distribution of, computer games.
- Using HRHS children's photographs in E-mail, Social Media or Internet is prohibited without signed parental consent.
- Allowing children on the Internet.
- Leaving computer unattended **with access to confidential information.**

Any staff in violation of this policy may be subject disciplinary action up to and including termination.