



Series: 1200 Human Resources

Policy Name: Intranet/Internet Usage

Policy Number: 1228

Origination Date: 11/01/2013

Revision Date: July 1, 2018

Regulation: N/A

Policy: Communities Connected for Kids maintains an information systems network that includes intranet and internet connections. It is Communities Connected for Kids policy that intranet/internet use will only be for the purposes of Communities Connected for Kids business. Communities Connected for Kids may also limit the number of employees with internet access based on their job requirements.

This policy identifies the principles for access to and proper use of Communities Connected for Kids intranet and internet services. This policy applies to all intranet and internet users within Communities Connected for Kids regardless of location, as well as to the use of social media. All Communities Connected for Kids employees, Independent Contractors and other users are required to comply with Communities Connected for Kids policy and procedures and must observe applicable laws relating to personal data, Communities Connected for Kids data, and public records, copyright and other forms of intellectual property and misuse of information, equipment and facilities.

Procedure:

1. Communities Connected for Kids employees, Independent Contractors and other users using social media or social networking sites must act responsibly as inappropriate use of social media may affect your job. A social media site user is expected to act appropriately whether working on the Communities Connected for Kids information systems network or at home using his or her personal account. In reviewing these guidelines, consider them in conjunction with the Communities Connected for Kids Standards of Conduct, Non-Harassment and Sexual Harassment policies, and other relevant policies. Inappropriate postings which include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.
2. Communities Connected for Kids employees, Independent Contractors and other users using the Internet and Communities Connected for Kids Intranet services are expected to communicate in a courteous, respectful, and sensitive manner with all those persons associated with Communities Connected for Kids including co-workers, families, agencies, community service providers, our community neighbors, and others. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by using our "Talk to Us - Positive Approach to Sharing Concerns/Suggestions" policies than by posting complaints to a social media outlet.
3. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, harassing or bullying, or



that disparage clients, parents, other employees, suppliers or others associated with Communities Connected for Kids. The use of social media for personal reasons during work time is prohibited.

4. Without their permission, it is never appropriate to engage with any current or discharged client, or a client's parent through social media. If in the event, you are contacted by any of the other aforementioned individuals, you should check with your supervisor to determine whether there are any therapeutic, treatment or business reasons why you should not respond.
5. Whether at work using the Communities Connected for Kids information systems network or at-home using a personal account, all Communities Connected for Kids personnel and Independent Contractors are expected to take reasonable precautions to protect Communities Connected for Kids internet and intranet systems against unauthorized access, illegal and inappropriate use, disclosure, modification, duplication and/or destruction.
6. This policy is not meant to interfere with an employee's rights under Section 7 of the National Labor Relations Act.

Acceptable Use

- The intranet and internet service may only be used for approved Communities Connected for Kids use directly related to the business and purposes of Communities Connected for Kids and for limited personal use.
- Limited personal use means use that is infrequent and brief and limited to break times, lunch time or after normal work hours. Individuals will be held personally responsible for any use of intranet or internet services that does not comply with these limitations.
- Use related to the business and purposes of Communities Connected for Kids includes activity that is conducted for the purpose of accomplishing official business, professional duties including research and, where appropriate, professional development or to facilitate activities related to the work environment.

During non-work time, employees may discuss work and working conditions provided such communications are factual, professional, courteous, and are not disparaging of other Communities Connected for Kids employees, Independent Contractors, individuals served or their families, or vendors. It is recommended that such discussion be held privately and that employees utilize Communities Connected for Kids Policy #1231 (Positive Approach to Sharing Concerns / Suggestions).

Unacceptable Uses

Communities Connected for Kids employees, Independent Contractors and other users may not use the Communities Connected for Kids intranet, internet and/or email services to engage in any illegal or wrongful activity, such as:

- a. Infringe the copyright or other intellectual property right of the company or third parties;
- b. Access, download, distribute, store or display inappropriate internet sites that: contain inappropriate sexual or offensive material; that advocate hate/violence; or that offer inappropriate games or software;
- c. Transmit protected health information (PHI) outside the Communities Connected for Kids network without using the Communities Connected for Kids approved encryption procedure;
- d. Access, download or distribute confidential or private information without authorization;



- e. Use chat facilities for other than business-related purposes, without Communities Connected for Kids management approval;
- f. Solicit support for or seek participation in activities, events or groups which are not directly related to the business purposes or mission of Communities Connected for Kids.
- g. Engage in private business or personal profit ventures; or
- h. Destroy, alter, dismantle, disfigure, or otherwise interfere with the integrity or operation of intranet/internet systems or any Communities Connected for Kids resources.
- i. Profanity or similarly inappropriate content may never be used.

Monitoring and Auditing

Communities Connected for Kids reserves the right to monitor any or all internet or intranet usage using Communities Connected for Kids resources.

Policy Violations

- Violations of this policy by Communities Connected for Kids employees, Independent Contractors and other users representing Communities Connected for Kids may result in disciplinary action up to and including termination, termination of an Independent Contractor agreement, and/or legal action if warranted.
- Communities Connected for Kids employees, Independent Contractors and other users representing Communities Connected for Kids should report any misuse of this policy according to the Standards of Conduct.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018