

Program Operations

Reference: HS Performance Standard 1303.24

Protection for the Privacy of Child Records - Maintaining Records

Policy Name: Acceptable Use of Technology
Form - Employee Agreement Concerning the Use of Electronic Equipment

Policy: To ensure the appropriate use of Mercer County Head Start/Early Head Start /PA Pre- K Counts computer and network resources by its employees, independent contractors, and other computer users.

Procedure:

1. Upon employment and as part of orientation this policy and its provisions will be reviewed with each employee.
2. If an employee is issued any electronic equipment they will be asked to read and sign the **Employee Agreement Concerning the Use of Electronic Equipment** form.
3. These forms will be kept by the Network Administrator.

Provisions:

1. Equipment:

- a. The computer and network systems are the property of Mercer County Head Start/Early Head Start/PA Pre-K Counts and are to be used for only program business.
- b. The computer systems and accounts used by employees are provided to assist them in the performance of their jobs.
- c. All hardware (including but not limited to, desktop computers, laptops, printers, and tablets etc), issued by the program is the sole property of Mercer County Head Start/Early Head Start/PA Pre-K Counts and should be treated as such.
- d. All information stored or in use by the program is the intellectual property of the program. Copying or use of the program's intellectual property other than its intended use is prohibited without previous approval from the programs Executive Director.

2. Security / Confidentiality:

- a. Computer users will be given access to information for email, internet applications and information stored on the computer systems etc. Passwords should not be written down, printed, or stored online.
- b. All PCs, Laptops, Tablets, and web-based data systems used by the Mercer County Head Start/Early Head Start/PA Pre-K Counts programs will use security practices that meet or exceed current industry security standards.
- c. Users are responsible for all activities on their accounts. Users should not give their passwords to anyone else and are responsible for any misuse of resources.
- d. The programs confidentiality policy is to be followed with regards to the access and sharing of all electronic records.
- e. Mercer County Head Start/Early Head Start/PA Pre-K Counts has the right to monitor all employee computer and online usage while using program electronic equipment to ensure compliance with this policy.
- f. Employee should NOT have any expectation of privacy in anything they create, send, or received on the programs computer systems or network.
- g. Mercer County Head Start/Early Head Start/PA Pre-K Counts has the sole right to determine appropriate content for the website and portal.

3. Appropriate Internet Usage:

- a. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, violent or unlawful material may not be sent by email or other form of electronic communication or displayed on, or stored in, Mercer County Head Start/Early Head Start/PA Pre-K Counts computers. Users encountering or receiving such material should immediately report the incident to his/her supervisor or the Computer Network Administrator. Mercer County Head Start/Early Head Start/PA Pre-K Counts may edit or delete any such material found on any computer or network.
- b. The computer and network resources and services of Mercer County Head Start/Early Head Start /PA Pre-K Counts may not be used for the display, transmission, or storage of commercial advertisements, solicitations, promotions, destructive programs, political material, or any other unauthorized purpose.
- c. The use of electronic mail systems to distribute advertisements, jokes, chain letters, or any other personal notices or messages to distribution lists or other groups of more than three people inside, outside of Mercer County Head Start/Early Head Start/PA Pre-K Counts is prohibited.
- d. Users must exercise reasonable care to prevent loss or damage to computer hardware, software, and information in their possession. This includes, but is not limited to, the use of reasonable care to prevent the spread of computer viruses, worms, 'Trojan horses', and other malicious code.

- e. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. Users must not attempt to access network or Internet systems unless specifically authorized to do so by the operators of those systems.
- f. Users must restrict personal use of Mercer County Head Start/Early Head Start/PA Pre-K Counts computer systems and network resources to scheduled breaks and other non-work hours, except with the permission of their supervisor.
- g. Users may not use or install software of any kind onto their individual computers or onto the network without first receiving prior authorization to do so from the Computer Network Administrator. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property. With the exception of educational software installed on classroom computers, no games are to be installed on program computers.
at any time.

4. Responsibility:

- a. Mercer County Head Start/Early Head Start/PA Pre-K Counts is not responsible for the action of individual users.
- b. Users are responsible for all actions while using program technology and network resources, violation to this policy will result in disciplinary action.
- c. Mercer County Head Start/Early Head Start/PA Pre-K Counts has the right to take any actions that it believes necessary to ensure the integrity of its computer and network resources, and to ensure the privacy and confidentiality of enrolled children and families.
- d. Mercer County Head Start/Early Head Start/PA Pre-K Counts reserves the right to monitor equipment, systems, network traffic, and employee usage of computer systems at any time for compliance of this policy and to act on any violations.