



TITLE: USE OF AGENCY COMPUTERS
POLICY 3.9
Rev. July 2015

PURPOSE AND SCOPE:

This policy outlines Kokua's expectations for employees in protecting confidential data stored on agency computers. 388-101-3780, HIPAA

A. AGENCY GUIDELINES FOR COMPUTER USE

Kokua provides computers for specified employees to be used in the performance of their job duties. Employees who use agency computers will read and sign a copy of this policy to assure that they are familiar with the agency's guidelines for computer use.

Agency computers are to be used for work-related purposes. The following activities are specifically prohibited: use of agency computers for personal gain, to access pornography, to commit an illegal act or to engage in inappropriate conduct, such as harassment. Improper use of agency computers will result in disciplinary action, up to or including termination.

Infrequent or incidental use of an agency's computer that does not interfere with work time or incur a cost to the agency is acceptable.

B. ACCESS TO CONFIDENTIAL DATA

Some agency computers contain confidential information. Access to agency computers containing personnel, financial or client-related data shall be restricted to those individuals designated by the Administrator.

C. COMPUTER MAINTENANCE AND SECURITY

Regular computer maintenance will be the responsibility of the Business Operations Coordinator. Employees using computers may not alter the security settings or make changes to the anti-virus software.

The Business Operations Coordinator will keep a master list of all passwords and access codes. This list will be kept in a secured location.

1. Employees must not share passwords with other employees.
2. Employees may not install any unauthorized software onto agency computers; this includes "freeware" available on the Internet.
3. If an employee wants to use a service such as an on-line newsletter that requires the employee to give out their e-mail address, the employee should first get approval from the Administrator or the Business Operations Coordinator.

I have read the above policy and understand the conditions that are expected of me regarding the use of Kokua computers.

Employee Signature

Date

Print Name