

INFORMATION SYSTEMS POLICY

Purpose

This document sets forth the policy of the Center for Family and Child Enrichment (CFCE) with regard to the use of, access to, review, and disclosure of various electronic communications, including those sent or received by Company employees.

For the purposes of this document, "electronic communications" includes, but is not limited to, the sending, receipt, and use of information through the corporate electronic information network, the Internet, voice mail, facsimiles, teleconferencing, and all other on-line information services.

Scope

This policy applies to all individuals using CFCE's computer and network systems, including employees, subcontractors, and consultants.

Policy

Information Systems are for Business Purposes

Information systems offered by CFCE are provided to its users for the primary purpose of Company-related use. Personal use is permissible on a limited basis. This limited personal use should not be during charged time and should not interfere with job performance. Personal messages may not be broadcast to groups of people or other employees except to appropriate forums.

Monitoring and Privacy

Electronic communications through CFCE's information systems are the property of CFCE to assist it in carrying out business. All electronic communications sent, received, or stored will be treated as business messages, including those for personal use. All users shall have no expectations of privacy with respect to any electronic message. CFCE reserves the right to monitor, access, review, copy, or delete any electronic messages, including personal messages, from the system.

Prohibited Activity

Protected Health Information (PHI) (any information that could identify a client) must not be sent via electronic mail, unless it is password protected, with the password sent in a separate message.

Use of electronic communications to engage in any communication or action that is threatening, discriminatory (based on language that can be viewed as harassing others based on race, creed, color, age, sex, physical, handicap, sexual orientation, or otherwise), slanderous, obscene, or harassing is prohibited. The destruction or alteration of electronic communications with the intent to cause harm or injury to CFCE or an employee of CFCE is strictly prohibited.

Use of Good Judgment

Employees will use the same good judgment to prepare electronic communications as they would use in preparing a hard copy of a memorandum. The content of electronic communications may have significant business and financial consequences for individuals of CFCE and may be inappropriately taken out of context. Because of the ease of sending these documents, extra care must be taken to ensure that they are not sent hastily. Please keep in mind that your messages may be read by someone other than the addressee. Accordingly, please ensure that your messages are courteous, professional, and business-like.

Intellectual Property and Licensing

The ease of copying through various electronic communications systems poses a serious risk of intellectual property infringement. Each user must be aware and respect the rights of others.

Do not copy software licensed to CFCE unless you are authorized under CFCE's license to do so.

Users may not install software that originally came from your home computer or elsewhere unless you can demonstrate from a written license that such use is permitted.

Do not copy software owned by CFCE without appropriate permissions. Do not remove intellectual property notices of others.

Virus Protection

Users may not knowingly create, execute, forward, or introduce any computer code designed to self-replicate, damage, or otherwise impede the performance of any computer's memory, storage, operating system, or software.

Software and other files may not be loaded on CFCE's computers unless a virus check is performed using an approved virus-scanning program. It is a violation of this policy to disable any virus-checking facilities installed on any system or network.

Disciplinary Action

Management reserves the right to revoke any user's access privileges at any time for violations of this policy and conduct that disrupts the normal operation of CFCE's information systems. Violations to this policy can result in termination.

Acknowledgment

I acknowledge that I have read and will abide by CFCE's Information Systems Policy.

Date

Signature

Printed Name