

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct

Section 514 – Use of Computers, iPads, iPhones and E-Mail

1. General Information

- a. The Partnership for Children of Cumberland County, Inc. (PFC) strives to maintain a workplace free of harassment and sensitive to the diversity of its employees.
- b. PFC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation.
- c. Unless authorized by the software developer, PFC does not have the right to reproduce such software for use on more than one computer.

2. Policies

- a. All employees, temporary staff and contractors utilizing the PFC network will abide by HR Policy 515 – Use of the Internet and the IT Department Technology Security Policy, which provides detailed guidelines of acceptable computer and e-mail use on the PFC network.
- b. While accessing the PFC network utilizing the PFC-owned or privately-owned iPads or iPhones, all employees:
 - 1) will abide by HR Policy 515 – Use of the Internet and the IT Department Technology Security Policy, which provides detailed guidelines of acceptable computer and e-mail use on the PFC network and
 - 2) will abide by HR Policy 514 – Use of Computers, iPad, iPhone and E-mail, which provides detailed guidelines of acceptable iPad/iPhone and email use on the PFC network and user responsibilities.
- c. Computers, iPads, iPhones, computer files, the e-mail system, and software furnished to employees are PFC property intended for business use. To ensure compliance with this policy, the use of computers, iPads, iPhones and e-mail may be monitored upon supervisor request.
- d. PFC prohibits the use of computers, iPads, iPhones and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.
- e. The display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, culturally offensive jokes, or anything that may be construed as harassment or showing disrespect for others.
- f. Employees may only use software on local area networks or on multiple machines according to the software license agreement.
- g. PFC prohibits the illegal duplication of software and its related documentation.
- h. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment as provided for in Section 502.