Computer/Network Usage Policies

- Pick a "strong" password (8 to 16 characters in length, including at least one character from each of the following groups: upper-case, lower-case, numbers and symbols). This will be used for your computer login, cloud logins and email. This password should not contain all or part of your name or initials, or anything easily guessable (like a spouse, child or pet name) or numerical sequences like 1234 or 9999. Notify IT immediately if you think it has been compromised. Never share it with anyone other than IT or management, and don't leave a written note where it's visible to others. DO NOT change your password yourself, as there are systems running in the cloud that rely on all your passwords being synced.

- **All computers need to be left powered-on at all times** so vital security updates can happen and so after-hours maintenance by IT staff can be performed. **Before you leave for the day, log out of your computer** to secure it and to close files that are held open by being logged in (simply locking the screen or "sleeping" will not release open files so they can be backed up). **If you take a company-owned notebook home with you at night, leave it powered on and connected to the Internet so it can receive updates and so remote maintenance can occur**. If it's off or "sleeping" this will not happen!

- Installation of any software (including but not limited to browsers, screen savers, or any other executable programs) onto your company computer is expressly prohibited… if you require software that is not installed in order to perform your job, submit a support ticket to IT and request that they install it. Limit your downloads to documents and other data-only files required to perform your job, NOT executable programs that can perform an installation.

- UN-installation of any software is also prohibited… if you need something uninstalled because it is preventing you from performing your job, submit a support ticket to IT and ask them to uninstall it. Much of the software installed is required for security purposes and application functionality.

- No device - computer or otherwise - is to be connected to the company network without explicit, written approval from IT. This is especially true of any device that allows wireless access to any company resource or to the Internet. Also, no hardware configuration/settings changes, rewiring, moving cables to a different jack or factory resets are to be made except by the IT staff.

- The staff network is for use by company-owned staff computers and mobile devices only… the guest/student wifi network is to be used for **all** non-company-owned devices, and then only with permission from your supervisor.

- Use only secure, modern browsers... preferably Chrome or Edge, as most others are easily hacked.

- All computer/network systems are company property and should be used in a manner that reflects well on the organization… all use of these systems is monitored and documented for legal purposes, so if you don't want your business made public, don't use company computers to do it.

- Company computers/networks are for activities that are directly related to your job… check your personal e-mail, do non-job-related "surfing" and play games on your own personal time only. Use of the company computers and network for illegal or pornographic activities is grounds for immediate dismissal and criminal prosecution… this includes, but is not limited to, attempting to access any site or data for which you don't have permission, transferring copyrighted materials (music, pictures, videos, software, etc.) without written permission from the copyright owner, or engaging in any type of online fraud.

- To ensure that our Internet connection is kept free for essential business purposes (and that we do not incur data overage charges), "streaming" content (such as Internet radio stations and video feeds not required to perform your assigned job) is prohibited unless prior approval is given by management.

- The volume of computer speakers should be kept to a level that will not bother your co-workers, both for music and for other sounds.

I have read and understand the Computer/Network Usage Policies, agree to abide by them and understand that I am financially responsible for any fines or parts and labor charges caused by my not following them.

_____   _____
Signature   Date