



Chairperson
Judith A. Wenker

President and CEO
Rudolph A. Johnson, III

41ST STREET HOMEWORK CENTER ACCEPTABLE COMPUTER USE POLICY

Fiscal Year 2015-2016

To: All NHA Homework Center Computer Users
From: Rudolph A. Johnson, III, NHA President and CEO
Subject: NHA Homework Center "Acceptable Computer Use Policy"

The following information reflects an effort to establish and communicate an "Acceptable Computer Use Policy" with which all NHA Homework Center Computer users should become familiar. You agree to adherence to these administrative guidelines.

The statement below provides guidance to comply with this policy and your signature is required:

I understand and will abide by the provisions and conditions of the Neighborhood House Association "Acceptable Computer Use Policy" for the agencies computer usage and access. I understand that my computer access and Internet access is designed for agency business/school use only and that any violation of the "Acceptable Computer Use Policy" may result in disciplinary action, i.e., the revoking of computer user privileges, or any appropriate legal action. I will not hold Neighborhood House Association liable for materials distributed to or acquired from the Internet. I also agree to report any misuse of the Internet and the agency network system to the Homework Center Coordinator and/or Vice President of Information Technology immediately. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues as described in the "Acceptable Computer Use Policy."

Homework Center Participant and/or Volunteer
Name (Printed Name)

Parent of Homework Center Participant
Name (Printed Name)

Signature

Signature

Date

Date

Neighborhood House Association "Acceptable Computer Use Policy"

Introduction

This policy describes the responsible, ethical and legal use of computer hardware, computer-related technology, computer software, databases, electronic mail, and Internet access and usage at Neighborhood House Association ("NHA").

Any violation of this policy may result in the loss of computer privileges and/or other disciplinary action.

Conditions and Rules for Acceptable Computer Use

NHA Homework Center Students and designated volunteers will receive a computer account name/login and password after signing an Acceptable Computer Use Policy Agreement and demonstrating knowledge of computer usage, Internet procedures, understanding security issues and the requirements of this policy.

Encountering Controversial Material

With accessibility to global computer databases, computers users may encounter material on the Internet, a database, or electronic mail system that is controversial and which users may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. Whenever a Homework Center computer user encounters inappropriate and/or offensive material on the Internet, a database, or electronic mail system, it should be reported immediately to the Information Technology Department, i.e., Vice President of Information Technology.

Privileges, Rights and Responsibilities

Neighborhood House Association computer users have certain computer privileges, rights and responsibilities including:

- a. The agency's computer systems and other technical resources, including any voice mail or electronic mail systems, are provided for use in the pursuit of NHA business purposes only and are to be reviewed, monitored and used only in that pursuit, except as provided by this policy. As a result, computer data, voice mail, and electronic mail are readily available to numerous persons. When using the agency's computer system, the user's work may be subject to the investigation, search and review of others in accordance with this policy. In addition, any electronically stored communications that are either sent or received from others may be retrieved and reviewed where such investigation serves the legitimate interest and obligations of Neighborhood House Association.

- b. All staff fully understands and acknowledge that there is no reasonable expectation of privacy as to any information or file(s) maintained in or on the agency property or transmitted or stored through the agency's computer systems, voice mail, electronic mail or other technical resources.

For purposes of inspecting, investigating or searching staff or volunteer's computerized files or transmissions, voice mail, or electronic mail the agency may override any applicable passwords or codes in accordance with the best interests of Neighborhood House Association.

- c. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, or other property of Neighborhood House, or improper use of information obtained by unauthorized means may be grounds for disciplinary action.

- d. Any computer user who receives threatening or unwelcome communications should bring them to the immediate attention of personnel within the Information Technology Department. Given the scope of data on the Internet, individual computer users must take responsibility for not accessing data known to be unauthorized.
- e. Staff have the right to exercise the freedom of speech and press with regard to computer network and usage. However, this policy prohibits using the agency's network to send any data or materials which are obscene, libelous, or slanderous according to current legal definitions.
- f. Applicable agency policies, requirements, and agency rules apply to computer network usage and communication. Additionally, Neighborhood House does not endorse any opinions stated on the computer network and Internet and any statement of personal belief is implicitly understood to be representative of the author's individual point of view.
- g. Responsibilities of agency computer users - Use of the agency's computer technology and communication tools come with certain responsibilities. Users must familiarize themselves with these regulations, which include:
 - 1. Using appropriate language.
 - 2. Avoiding offensive, inflammatory, libelous, or obscene speech.
 - 3. Adhering to rules of copyright.
 - 4. Using the computer network for legal purposes only.
 - 5. Seeking authorization/approval before placing software on any computer.
 - 6. Keeping passwords confidential.
- h. Computer users may not encrypt, encode, password protect or use any other method to deny agency access to information on the computer system including, but not limited to, the network, workstations, local drives, detachable drives or other informational storage systems.

Additional Prohibitions

- a. Using the computer network for sending and receiving excessive numbers of personal messages.
- b. Using the computer network for financial gain or commercial activity.
- c. Using the computer network to invade employee privacy rights.
- d. Impersonating another person in computer communications.
- e. Changing computer files that do not belong to the user without authorization.
- f. Placing unapproved software on a computer.
- g. Transmission of any material in violation of any United States or state agency, including copyrighted material, threatening, or obscene material.
- h. Using the computer network for commercial activities or product advertisement.
- i. Using the computer network to purchase products, services, or any other item without following agency purchase order procedures.
- j. Removal of computer equipment from NHA or program sites without the authorization of the Information Technology Department.
- k. Misrepresentation of a computer user's identity.
- l. Using the computer network to annoy, harass, or invade the privacy of another person.

Internet E-Mail Transmissions

As e-mail system provides e-mail access to and from the Internet some precautions must be observed. Generally, e-mail and documents attached to e-mail are not secure when transmitted over the Internet. It is important that the sender and recipient of the e-mail (and attachment(s)) understand that the transmission is insecure. This is because of how Internet e-mail works. Your e-mail and its attachments are likely to move between several computers on the Internet and leaves copies in its wake. While the e-

mail and attachments remain on the hard drives of those computers, it is susceptible to being read or misused.

NHA Prohibits Some Types of Internet Access

As NHA Internet access facilities are owned and operated by NHA, certain uses of the Internet are specifically prohibited. Use of Internet access capabilities to access sites of a pornographic nature are specifically prohibited. Use of Internet access for gambling, or in the furtherance of personal, political, or religious causes is not permitted. Use of the Internet to view, access, upload, download, store, transmit, create, or otherwise manipulate pornographic or other sexually explicit materials is prohibited. Sexual, racial, or other offensive or unlawful remarks, jokes, or slurs and obscenities are prohibited. Internet usage that NHA deems inappropriate may be grounds for disciplinary action up to and including termination of employment.

NHA Monitors All Access to the Internet

NHA uses technologies such as Web Content Filtering systems, firewalls and gateways, which allows the monitoring World Wide Web (WWW) access, also known as HTTP or HyperText Transport Protocol, to the Internet. Authorized IT personnel monitor these devices on a regular basis to assure that these Internet services are not abused. There is no expectation of privacy when accessing the Internet with NHA computer resources. NHA reserves the right to access or monitor (with or without notice) any use of the Internet, e-mail, telephone, or data communications facilities, or any electronically stored information. Reasons for monitoring are in NHA's discretion, but may include retrieving business information, investigating or resolving network or communications problems, preventing system misuse, ensuring compliance with policies for use of third-party software, ensuring compliance with legal and regulatory requests, enforcing NHA policies, or any other reason that NHA deems appropriate.

NHA Internet Access Blocks FTP Services to Prevent the Spread of Viruses

One of the restricted Internet services is FTP, or File Transfer Protocol. The reason for this is that it is very easy on the WWW to download applications and programs that could pose a threat to the integrity of NHA data by bringing viruses into our network. All FTP service needs should be directed to the Vice President of Information Technology.

Security

The security of the computer network system is crucial. Should a user become aware of a network security problem, it should be reported immediately to the Vice President of Information Technology, who serves as the Neighborhood House Association Computer System Administrator, or if the Vice President of Information Technology is unavailable, to the designated Network Administrator.

Detection of Virus

From time to time computer viruses (virus) may be detected by the system. When a virus is detected, the system will prompt the user with a notice. The format of the notice may vary depending on the situation in which the virus was detected. When the user receives notice that a virus had been detected, the user must immediately notify the Information Technology Department and cease all operations on the computer. The user must wait for a response from the Information Technology Department before any further action is to be taken.

Viruses are found on data disk, software disks, word processing files, electronic mail (E-mail), CD's, files downloaded from the Internet, game disks, floppy disks, hard disk drives, data tapes and other forms of computer media. Viruses are unknowingly passed from user to user and even

from a most trusted source. Some viruses will remain dormant for a period of time and may not appear when the media is initially accessed. The user may not independently determine that there was a false notice.