

Elim Park Baptist Home, Inc. Computer User Agreement

Elim Park Baptist Home provides certain staff with computer hardware and software for the sole purpose of discharging corporate business in a timely and efficient manner. The policies established provide guidelines for the appropriate and inappropriate use of this technology in the business environment at Elim Park Baptist Home. These policies, together with the policies developed for compliance under the Health Insurance Portability and Accountability Act (HIPAA), represent Elim Park Baptist Home's current and comprehensive policy statement on computer use.

1. Hardware and Software: Elim Park Baptist Home provides, and is the owner of, computer hardware and software for the express use of the employees in carrying out corporate goals and objectives consistent with respective job descriptions.
2. Company-Provided Hardware and Software shall not be abused in any way; including, but not limited to subjecting the systems to virus-infected Floppy Disks, Zip Disks, Compact Disk, Flash Drives, or any other type of Removable Media. To that end no Portable Storage Device shall be brought into that company for use on any computer system, except as pre-approved by the IS Department.
3. Installation and Use of All Unauthorized Software; including, but not limited to Instant Messaging Programs (i.e. AOL, Yahoo, MSN, MySpace, Facebook, etc.) is Strictly Prohibited.
4. Questions regarding the use of Personal Software shall be referred to the Information System (IS) Department. To prevent incompatibility with business programs, no Third Party Screensavers will be installed on any computer system.
5. Each computer user will have a Unique Security Username and Password according to the requirements for Security set forth for the corporation. You are responsible for safeguarding your computer Password, which should not be shared with co-workers or anyone else. Passwords may not be taped to monitors, left under keyboards, or placed in any unsecured location, and may not be kept in any location visible to others.
6. Each computer user is assigned an E-mail Account. The contents of E-mail messages must follow commonly accepted practices regarding ethical and moral standards consistent with the history and purpose of Elim Park Baptist Home. Individual E-Mail Accounts are considered private and shall not be accessed by other Users without Specific Authorization of the IS Department or its Designees.
7. Personal Use of E-mail and Internet Access of any kind shall be infrequent and brief in duration and not abused. Everything is traceable and may be Monitored or Reviewed for any reason, including but not limited to analyzing the Elim Park Baptist Home computer, perform audits, review performance or conduct, and/or obtain information from E-mail, Internet files (including web pages and usage logs) by the IS Administrator for compliance to the Proscribed Guidelines and Policies of Elim Park Baptist Home.
8. E-mail Content and access to Internet Content shall not reflect any Illegal, Indecent, or Unethical Character. Its usage shall in no way reflect Elim Park Baptist Home in a Negative Manner to its In-House Staff or Contacts in the Internet Community at large.
9. Each computer user who is granted the Use of a Company-Provided Computer System, including the Desktop Computer, Laptop Computer, or any Network Accessible Equipment and Software, and Use of the E-mail Delivery System and Access to the Internet, agrees that he or she has read and agrees to be in compliance with these Guidelines and Policies, and that E-mail Records and Internet Access Logs may be Monitored or Reviewed by the IS Administrator or its Designees. Each new computer user will receive additional training by the Information Systems Security Officer on an As-Needed basis.

By signing this agreement, I hereby agree to abide by all these Guidelines and Policies regarding use of Elim Park Baptist Home computer equipment. I understand that non-compliance with the above may result in Disciplinary Action, up to and including Termination of Employment.

Print Name

Signature

Date

This form is to be kept on file by the Human Resources Department.

It is required for all computer users that will be using a Computer Network System and/or have Internet Access.