



## Policy and Procedure # 652

### Agency Computer Use

Approval: \_\_\_\_\_ Effective Date: 5/10/24

**POLICY:** EFI provides computers for specified employees to be used in the performance of their job duties. Employees who use agency computers should read and sign a copy of this policy to ensure that they are familiar with the agency's guidelines for computer use.

Agency computers are to be used for work-related purposes. The following activities are specifically prohibited: use of agency computers for personal gain, to access pornography, to commit an illegal act, or to engage in inappropriate conduct such as harassment. Improper use of agency computers will result in disciplinary action, up to and including termination.

Infrequent or incidental use of the agency's computers that does not interfere with work time or incur a cost to the agency is acceptable.

#### PROCEDURE:

1. Some agency computers contain confidential information. Access to agency computers containing personnel, financial, or client-related data shall be restricted to those individuals designated by the Executive Director. Information is a vital company asset. If you use or have access to confidential information, you need to safeguard it and use it appropriately, especially with more digital access to information. You play a role in protecting our confidential information by controlling how you use it, store it and communicate it. Confidential information will not be transmitted by unsecure methods such as unencrypted email, text messages, social media sites, file transfer protocol (ftp), etc.
2. EFI mobile devices (tablets, laptops and cell phones) shall be kept in a secure location when not in personal possession of EFI employees. Personal client information kept on mobile devices shall be kept to a minimum. Employees shall know what information is stored on mobile devices at all times. Access to client information stored on the server shall only be accessed through a secure VPN.
  - a. Personal client information is defined as a client's first name or first initial and last name in combination with a client's social security number, driver's license number or Washington identification card number.
3. Employees will report immediately, to their supervisors the loss or theft of mobile devices. Supervisors will report immediately, the loss or theft to their Director and the Executive Director. As part of the report of lost or stolen mobile devices, employees shall identify any client information that was stored on the device. Directors shall notify the client, client guardians or family members.



## Policy and Procedure # 652

### Agency Computer Use

4. Employment Day Program services will contact Thurston/Mason County Social Services Developmental Disabilities of any compromised client information in compliance with their contract regarding use of mobile devices.
5. EFI will notify all clients affected by a breach immediately in writing or electronically via email. Notification to the attorney general will be made no more than forty-five calendar days after discovery of the breach.
6. Regular computer maintenance will be the responsibility of the Executive Director. Employees using computers may not alter the security settings or make changes to the anti-virus software. Employees may not install any unauthorized software onto agency computers; this includes "freeware" available on the Internet.
7. The server will prompt users to change their passwords. Computer passwords shall be changed semi-annually. Users shall change their password when prompted upon login and record their username and password on a form provided. This form shall then be sealed in an envelope and given to the Finance Director to be stored in a secure location. Employees must not share passwords with other employees other than the Executive Director or Finance Director.
8. EFI provides E-mail and internet access to employees when necessary as a business tool in order to enhance work efficiency. Employees are expected to use the Internet and E-mail primarily for business-related purposes, i.e., to communicate with clients, suppliers and other EFI employees, research relevant topics and obtain useful business information. Employees are expected to conduct themselves honestly and appropriately while using the Internet and E-mail and respect the copyright and software licensing rules, property rights, privacy and prerogatives of others just as you would in any other business dealings. All existing EFI policies apply to conduct concerning desktop and laptop hardware, software, Internet and E-mail.
9. In the event that EFI purchases software that is unfamiliar to employees, EFI management will make arrangements to locate a qualified instructor for said software application.
10. The use of Internet/Intranet and E-mail are outlined in orientation and this policy. If employees are unfamiliar with using Outlook or the Intranet/Internet, training will fall on the Director of the department the employee is assigned to.
11. Computers assigned to clients' homes and internet accesses provided at clients' homes are to be used only for designated uses such as Therap and accessing the EFI web site.
12. Signed and dated copies of this policy will be placed in employee's personnel file.



## Policy and Procedure # 652

### Agency Computer Use

I have read, understand, and will comply with the above Policy and Procedure #652

---

Printed Name

---

Signature

---

Date