



**Series:** 1100 Information Technology

**Policy:** 1116

**Policy Name:** Intranet and Internet Usage

**Regulations:** CCKids 1108

**Origination Date:** 7/8/2022

**Revision Date:**

**Policy:** Communities Connected for Kids (CCKids) maintains an information systems network that includes intranet and Internet connections. It is CCKids's policy that intranet/Internet use will only be for the purposes of CCKids's business. CCKids may also limit the number of employees with Internet access based on their job requirements. Users are required to sign a Security Agreement form at hire and annually including completing the DCF Security Training.

**Procedure:** This policy identifies the principles for access to, and proper use of, CCKids's intranet and Internet services. This policy applies to all intranet and Internet users within CCKids, regardless of location, as well as to the use of social media. All CCKids employees, contractors and any other CCKids representative users are required to comply with CCKids's policy and procedures, and must observe applicable laws relating to personal data, CCKids data, public records, copyright and other forms of intellectual property, and misuse of information, equipment and facilities.

- a. CCKids employees, contractors and any other CCKids representative using social media or social networking sites must act responsibly as inappropriate use of social media may affect your job. A social media site user is expected to act appropriately, whether working on the CCKids information systems network or at home using his or her personal social media account. In reviewing these guidelines, consider them in conjunction with the CCKids Standards of Conduct, Non-Harassment and Sexual Harassment policies, and other relevant policies. Inappropriate social media postings that include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.
- b. CCKids employees, contractors and any other CCKids representative using the intranet and Internet are expected to communicate in a courteous, respectful and sensitive manner with all those persons associated with CCKids, including co-workers, families, agencies, community service providers, community neighbors and others. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with co-workers or by using our "Talk to Us - Positive Approach to Sharing Concerns/Suggestions" policies versus posting complaints on a social media outlet.
- c. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, harassing or bullying, or that disparage clients, parents, other employees, suppliers or others associated with CCKids. The use of social media for personal reasons during work time is prohibited.



- d. It is never appropriate to engage with any current or discharged client, or a client's parent, through social media. If, in the event, you are contacted by any of the other aforementioned individuals, you should check with your supervisor to determine whether there are any therapeutic, treatment or business reasons why you should respond. This policy is not meant to interfere with an employee's rights under Section 7 of the National Labor Relations Act.
- e. Whether at work using the CCKids information systems network, or off site using a personal account, all CCKids employees, contractors and any other CCKids representatives are expected to take reasonable precautions to protect CCKids's intranet and Internet systems against unauthorized access, illegal and inappropriate use, disclosure, modification, duplication and/or destruction.

## **2. Acceptable Use**

- a. The intranet and Internet service may only be used for approved CCKids use directly related to the business and purposes of CCKids, and for limited personal use.
- b. Limited personal use means use that is infrequent and brief, and limited to break times, lunch time or after normal work hours. Individuals will be held personally responsible for any use of intranet or Internet services that does not comply with these limitations.
- c. Use related to the business and purposes of CCKids includes activity that is conducted for the purpose of accomplishing official business, professional duties, including research and, where appropriate, professional development or to facilitate activities related to the work environment.
- d. During non-work time, employees may discuss work and working conditions, provided such communications are factual, professional, courteous, and are not disparaging of other CCKids employees, contractors, any other CCKids representatives, individuals served or their families, or vendors. It is recommended that such discussions be held privately and that employees utilize CCKids's Positive Approach to Sharing Concerns.

## **3. Unacceptable Uses**

CCKids employees, contractors and any other CCKids representative may not use the CCKids intranet, Internet, social media and/or email services to engage in any illegal or wrongful activity, such as:

- a. Infringe the copyright or other intellectual property right of the company or third parties.
- b. Access, download and distribute, store or display inappropriate Internet sites that contain inappropriate sexual or offensive material; that advocate hate/violence; or that offer inappropriate games or software.
- c. Transmit PHI, PII and other sensitive data outside the CCKids network without using the CCKids approved encryption procedure.
- d. Access, download or distribute confidential or private information without authorization.
- e. Use chat facilities for other than business-related purposes, without center management approval.



- f. Solicit support for, or seek participation in, activities, events or groups that are not directly related to the business purposes or mission of CCKids
- g. Engage in private business or personal profit ventures.
- h. Destroy, alter, dismantle, disfigure or otherwise interfere with the integrity or operation of our intranet/Internet systems or any CCKids resources.
- i. Profanity or similarly inappropriate content may never be used.

#### **4. Monitoring and Auditing**

- a. CCKids reserves the right to monitor any or all intranet or Internet usage using CCKids resources.

#### **5. Policy Violations**

- a. Violations of this policy by CCKids employees, contractors and any other CCKids representative may result in disciplinary action up to, and including, termination, termination of an Independent Contractor agreement, and/or legal action if warranted.
- b. CCKids employees, contractors and any other CCKids representative should report any misuse of this policy according to the Standards of Conduct.

Approved:  96C0E7A7E02E4BA...

Carol Deloach, CEO

Date: 7/27/2022