

11/12/19

**Alleghany County Group Homes, Inc.
New River Cottage, Inc.**

GENERAL USE TECHNOLOGY POLICY FOR ALL USERS

This policy regarding acceptable and prohibited uses of technology resources applies to the extent allowed by law, to all users of Alleghany County Group Homes, Inc and New River Cottage, Inc. technology resources: service recipients, employees, board members, contractors, guests, and other authorized service recipients. It shall be enforced in conjunction with all other technology resources and general policies.

ACGH/NRC technology resources are made available to fulfill the purposes directly related to its services and programs, and in support of users' roles within ACGH/NRC. Unless otherwise prohibited, personal or incidental use of ACGH/NRC technology resources is permitted if such use conforms to these policies, is reasonably limited and does not interfere or threaten to interfere with ACGH/NRC operations of services.

The Executive Director is authorized to permit service personnel to incorporate email, social networking sites, blogs, wikis, video sharing sites, podcasts, video conferencing, online collaborations, digital devices, texting, virtual learning environments and/or other forms of direct electronic communications or Web applications for service purposes to the extent the Executive Director deems appropriate and in accordance with policy, Employee Use of Social Media. The Executive Director shall establish parameters and rules for use of these tools and shall require instruction for service recipients in how to use such tools in a safe, effective and appropriate way.

Users may not use technology resources in violation of any local, state, or federal law, or any other ACGH/NRC policy or rule. Users may not use technology resources to engage in conduct involving harassment, intimidation, discrimination, or similarly offensive or harmful communications.

Users may not use ACGH/NRC technology resources in any way that threatens their safe, secure, and orderly operation. This includes, but is not limited to, creating; installing, or forwarding computer viruses; consuming inordinate and unauthorized electronic storage space; sending "chain letters," "spam" email, or similar types of communications; or downloading software, media files, or data streams without proper authorization.

Users may not obtain, alter, obstruct access to, or in any other way intrude upon or damage ACGH/NRC or any other user's computer files, programs, or hardware without proper authorization. Users shall not, without proper authorizations, intentionally disclose or aid in the disclosure of computer passwords, codes, or similar information designed to secure the ACGH/NRC computer resources and to protect private or confidential information.

Users' also shall not intentionally bypass internet filters or other devices, or measures used by ACGH/NRC to restrict access to ACGH/NRC's internet, or other electronic information. In addition, users shall not provide information or other means to allow other users to engage in similar bypassing activity.

Users shall not use the ACGH/NRC technology resources for commercial gain or for political, social, religious, or other personal advocacy except as allowed by right under law.

No user shall electronically distribute or post personal information about him/herself or about any other person associated with ACGH/NRC unless the distribution is legal and properly authorized by ACGH/NRC officials and the distribution does not or is not likely to threaten that person's or any other person's privacy or safety.

Users without proper authorization and legal right, may not download programs, files or other data onto ACGH/NRC computers or other technology equipment. This includes downloading or copying entertainment audio or video files and images, software, or other similar data not directly related to ACGH/NRC objectives.

Users of ACGH/NRC technology resources may not permit, without proper authorization, any person to use such resources who is not a member of the ACGH/NRC community or not otherwise authorized to have such access. Users are prohibited from using another service recipients' computer account or accessing such person's electronic data without prior permission from an authorized official.

Users shall not use ACGH/NRC technology resources in violation of state or federal copyright laws. Users shall not, without proper authorization, copy ACGH/NRC owned computer files or software onto any computer. Use of any files, software, or other program or data must be authorized and legally licensed or permitted for such use.

ACGH/NRC reserves the right, to the maximum extent permitted by law, to discipline or take any other action against persons related to their personal electronic technology use when such use poses a substantial threat to others' safety or to the operations of ACGH/NRC. This includes uses that cause or are likely to cause a substantial disruption or material interference with ACGH/NRC service objectives or operations, or that otherwise injure or threaten to injure persons or property within the ACGH/NRC community.

Views and position statements may be expressed as representing the position of the ACGH/NRC Boards, administration, or staff only with prior approval by the Executive Director or his/her designee. Otherwise, no user may use any technology resources to communicate in a way that indicates or implies that the views or positions expressed are established, supported, or endorsed by the Boards, the Administrators, or other ACGH/NRC officials.

Users may not copy, mimic, sell, or otherwise use ACGH/NRC trademarks, images, documents, or other intellectual property without proper and legal authorization. ACGH/NRC reserves all rights to such intellectual property.