PATHWAYS ABILITIES SOCIETY

PROCEDURE: INTERNET, SOCIAL MEDIA AND EMAIL USAGE
Applies to: All Personnel, Volunteers and Persons Served

Effective/Revision Date:
April 28, 2003
October 24, 2005
April 13, 2006
September 12, 2011
January 28, 2013
August 1, 2013
September 14, 2015
February 26, 2018

1. All employees and volunteers using the Internet facilities of the agency are required to sign an Internet Usage Statement form upon hire and annually thereafter in January via ShareVision at their evaluations.

2. The executive director or designate issues personal user Identification and passwords including the password to access wireless connections at Pathways facilities.

3. Employees who create usernames and or passwords to internet sites to conduct society business:
- Notify the executive director or designate.
- Enters the information in either the Website Access information list in ShareVision or in the file Management/ Information Technology/ Pathways Login Password or in the file Executive Director/ Administration/ Security Information/ Computers/ Management Passwords.

4. Management personnel track general website access information in the Website Access Information list in ShareVision. The executive director tracks society staff usernames and passwords in the file Management/ Information Technology/ Pathways Login Password. The file is accessible only to management staff. The executive director tracks management's usernames and passwords in the file Executive Director/ Administration/ Security Information/ Computers/ Management Passwords.

5. Each employee, volunteer and individual receiving services using the Internet facilities of the agency will identify him or herself honestly, accurately and completely (including one's agency affiliation and function where requested) when participating in chats or newsgroups or when setting up accounts on outside computer systems.

6. If an employee, volunteer or person served accidentally connects to a site that contains sexually explicit or offensive material, they must:
- Disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.
- Report the incident to their immediate supervisor.

7. An employee or volunteer wanting to use a computer and the Internet facilities for personal usage contacts their immediate supervisor and obtains approval.

8. Employee must log off when not using a computer and at the end of the day turn off computers unless otherwise instructed not to.

9. The executive director or designate is responsible for:
- Changing and updating usernames and passwords when required and when a person exits Pathways (refer to the Exiting Pathways policy and procedure).
- Notifying employees that they must change their ShareVision password twice a year.

Social Media
1. Facebook pages, websites or any public forms set up that identify and/or claim or imply an affiliation with Pathways and/or the people we support must be preapproved by the executive director or designate.

2. Employees must obtain the executive director or his/her designates approval prior to posting individual's pictures or society's activities.

Computer Support
1. Vital Data Corp is our current technology provider. Standard support hours are Monday to Friday 8:00 am to 5:00 pm Central Time. Emergency support is available 24/7 365 days a year.

2. To ensure the quickest response times, please email support@virtualdata.com with the following information or call toll free 1-888-683-9543 (Press "2" for Support, afterhours Support press "9").
- Your name, company name, and contact telephone number.
- Description of the support issue.