

LADACIN Network

Administration Procedure: **Ad-27A**

References: **University of California; University of Anchorage, Alaska; Health Insurance Portability and Accountability Act; DDD Circular #53; Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].**

Effective Date: **September, 2000**

Revised: **June, 2001; October, 2002; September, 2004; September, 2006; September, 2010; March, 2013; October, 2013; June, 2019; October, 2019; December, 2020**

Reviewed: **October, 2003; October, 2005; October, 2007; September, 2008; September, 2009; February, 2010; June, 2010; September, 2011; September, 2012; October, 2012; October, 2015; September, 2016; October, 2017; September, 2018; October 2021; September 2022**

SUBJECT: Use of Agency Electronic Communication Systems

POLICY: It is the policy of LADACIN NETWORK to: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful electronic activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]; and ensure that Agency electronic communication systems are used in a manner consistent with the policies and procedures of LADACIN Network.

Definitions: E-mail (electronic mail) - Encompasses the production and transmission of a message using a computer and computer software for distribution via the communication network and the Agency LAN (local area network).

Network - Use of computers to communicate with one another.

Internet - A large computer network available to nearly everyone with a microcomputer and a means to connect to it. It is a resource for information about an infinite number of topics.

Electronic Communications Equipment - In this document, refers to e-mail, Internet, telephones, cell phones, computers, scanners and flash drives.

Technology Protection Measure - A specific technology that blocks or filters Internet access to inappropriate content.

Inappropriate content - Includes obscenity and pornography (as defined in Title 18 of United States Code), anything harmful to minor or content which taken as a whole lacks serious literary, educational, artistic, political, or scientific value.

PROCEDURE:

- I. Electronic Communication Systems
 - A. Designated staff are eligible to use the computing facilities and resources of LADACIN Network. These facilities and resources include the use of electronic communications systems such as the Agency network, E-mail, the Internet, cell telephones, pagers, flash drives, laptops and portable printers.
 - B. As a condition of employment, employees will be required to sign a User Agreement Electronic Communications Form, Ad-27:1 and Statement of Responsibility for the Security and Confidentiality of Data in the Information Systems of LADACIN Network (Ad-03:21).
 - C. Staff accessing Agency owned and operated computer equipment and resources are responsible for seeing that use is effective, ethical and lawful.
 1. All electronic communication regarding LADACIN business must be done using the employees LADACIN email account only. Personal email accounts are not to be used to conduct LADACIN business.
 2. All communication and information transmitted by, received from, or stored in the Agency electronic systems are the property of the Agency, and as such, are to be used solely for job related purposes.
 3. Disruption to Agency activities is to be avoided.
 4. All electronic communication may be monitored randomly by Agency management to determine whether any outsiders are using the system or whether any violations of Agency policy have occurred.
 5. Violations of Agency guidelines governing use of Agency communications systems may result in disciplinary action up to and including termination.
 6. Agency policy regarding confidentiality and privacy pertaining to staff, client and volunteers is applicable when using electronic communication systems. LADACIN Network cannot guarantee that electronic communications will be private. Caution should be exercised when there is a need to send sensitive or confidential materials through electronic communications to ensure appropriate receipt.
 7. Access is given only to files and data that are publicly available, or to which you have been given authorized access. Employees are not permitted to use a password, access files, or retrieve any stored communication unless authorized to do so or unless they have prior clearance from an authorized Agency representative. All non-Agency owned disks must be checked for viruses prior to use.
 8. Confidential client/student information is not to be downloaded onto Agency-owned laptops. Designated staff who have authorization may be given remote access to the Agency's computer network.
 9. Staff who have been assigned Agency electronic equipment will be responsible for replacement if the item is lost, stolen or damaged.
 10. Use of software and business equipment including computers and cell telephones for private purposes is strictly forbidden, unless expressly permitted by a designated administrator.
 11. Only legally obtained software and databases may be used.
 12. Training in Use of Agency Electronic Communication Systems Policy will be provided to staff annually.

13. Each user must notify his/her supervisor immediately of any unauthorized access to your account or of any security flaws you encounter.
14. Computing resources are not to be used to access or play games unless for authorized training programs.
15. Staff must not engage in any activity that might be harmful to the computer systems or to any information stored thereon, including but not limited to the following: creating or propagating viruses, disrupting services, or damaging files.
16. Users are not to make comments on systems on behalf of or using the name of LADACIN Network.

II. Agency Network

- A. The Agency network is to be used to facilitate the exchange of information and services to promote research, education and technology.
- B. All use of the Agency network services will be consistent with the Mission of LADACIN Network.
 1. Employees will be issued user identifications and associated passwords to isolate communication of different users as deemed appropriate by their individual jobs.
 - a. The password assigned to each user is the property of the Agency.
 - b. Individual passwords must never be shared or revealed to anyone else other than the authorized user.
 - c. No individual user shall, or attempt to, circumvent any computer security measures imposed by the Agency or any other organizations on the Internet. It shall be considered a violation to represent oneself as another user, or attempt to ascertain security access codes.
 - d. Computer screens should be turned inward, away from the flow of traffic.

III. Cell Phones

- A. The Agency issues cell phones to provide electronic equipment to employees as needed for business purposes.
- B. Each employee assigned a cell phone for business use will do so according to Agency Policies and Procedures and as outlined in the Equipment Use Agreement (Ad-27:2).
- C. As a condition of employment, employees assigned a cell phone are required to sign an Equipment Use Agreement (Ad-27:2).

IV. Flash Drives

- A. Employees must use password protected flash drives to take any confidential student/client information off-site from any building location.
- B. Flash drives may also be used for storage of pictures or downloading other programs which use extensive memory.
- C. No confidential student/client information will be downloaded to any non-agency computer.

V. E-Mail

- A. Use of E-mail is accountable and expected to be ethical and responsible.

- B. The Agency's E-mail system has been developed and maintained to complete the work of the Agency and should be used for related tasks abiding by all applicable guidelines and policies.
 - 1. E-mail is subject to the same laws, policies, and practices that apply to the disclosure and protection of other means of communication such as the telephone and paper records.
 - 2. Only authorized persons can use E-mail. If employees have not been issued an E-mail address, they may not use the E-mail system. Employees may not use unauthorized codes, passwords or other means to gain access to e-mail belonging to others.
 - 3. Violations of Agency guidelines governing the use of Agency electronic mail facilities by an employee, or other individual provided an account because of his or her official affiliation with the Agency may result in revocation of the account and/or action up to and including termination.
- C. Privacy
 - 1. E-mail is not "confidential." The contents of your message may be reviewed by administration. Do not put anything in an E-mail message that you would not want to be made public.
 - 2. Sensitive and/or confidential information relating to staff or clients is not to be sent via electronic mail.
 - 3. Defamatory remarks or foul or inappropriate or offensive messages, including but not limited to, racial, sexual, or religious slurs are prohibited.

VI. Internet

- A. The use of the Internet account is to be consistent with the Agency mission and policies and procedures.
 - 1. Transmission of any material in violation of any US or State regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
 - 2. Use for personal commercial activities, personal business, advertisement or political lobbying is prohibited.
 - 3. The Agency shall monitor the use of the Internet resources by staff to promote appropriate use.
 - 4. Each user is accountable for respecting the rights and privacy of the Agency.
- B. To the extent practical, steps shall be taken to promote the safety and security of users of LADACIN Network's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
 - 1. Technology protection measures (or "Internet filters") shall be used to block or filter Internet, electronic mail, chat rooms, telephones, or other forms of electronic communications, access to inappropriate information to all minors and adults utilizing LADACIN Network's computer network. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors, as well as material which lacks serious literary, artistic, political, or scientific value.

2. Prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
 - A. It shall be the responsibility of all members of LADACIN Network’s staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with Agency policy and the Children’s Internet Protection Act.
 1. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Network Administrator or designated representatives.
 2. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for approved educational purposes.
- VII. Staff/Client Use of Personal Electronic Equipment in Day Program
- A. LADACIN Network is not responsible for the exposure of personal electronic equipment to a computer virus through connectivity to LADACIN’s WiFi system.
 - B. LADACIN Network is not responsible for the protection of personal and confidential information stored on the equipment.
 - C. LADACIN is not responsible for any damage to or loss of equipment.
 - D. Personal electronic equipment will not be allowed in Program without a release signed by the Parent/Guardian/Client (Ad-27A:3).
 - E. Technology devices supplied by school districts for their students’ use will not be allowed in Program without a release signed by the school district representative (Ad-27A:4).



Patricia Carlesimo
Executive Director

September, 2022

Date