



Rev. 6-11-09



EMAA HEAD START COMPUTER POLICIES

Per the EMAA Personnel Policy Manual Section V, Page 16, the following policies will be adhered to immediately:

- A. Email, fax, modem, telephone, the Internet and other means of communication should be used primarily for job-related purposes.
- B. Employees have no expectation of privacy when any electronic communication is used.
- C. Email, fax, modem, telephone, the Internet and other means of communication may be monitored or accessed by the Agency or its agents at any time.
- D. Each employee must register all of his/her E-mail addresses on the worksite computer with his/her Program Director or designee.

Violations of the above policies could result in probation, suspension or termination.

- 1. All Agency business is to be conducted via the Agency email system. If you have a personal email account and you access it on the Agency equipment, your address must be registered with your supervisor. Personal email should only be done on your break or lunch period. Access of personal email accounts may be further restricted or eliminated if this privilege is abused.
- 2. MSN – Messenger and other similar messaging services are not to be used.
- 3. Area Support Assistants/Site Managers/Central Office staff are the only authorized users of office computers at the Head Start Centers with ChildPlus installed on them.
- 4. Head Start staff may utilize classroom computers when not in use by Head Start children.
- 5. Volunteers may utilize classroom computers for Head Start related activities (with appropriate Head Start staff knowledge and supervision) when not in use by Head Start staff/children.
- 6. Parents may utilize classroom computers to enhance literacy and job related skills (with appropriate Head Start staff knowledge and supervision) when not in use by Head Start staff/children.
- 7. Use of classroom computers by Head Start children will be supervised by appropriate Head Start staff and/or volunteer to ensure equipment is treated with respect.
- 8. If classroom computers develop operating problems, contact the Education Specialist.
- 9. Prudent use of supplies will be expected, i.e. paper, ink/toner cartridges. **Printers are not to be used as a copy machine to produce numerous copies!**