

## Technology

### A. Acceptable Usage

- a. Use of Friendship Community information technology resources (e.g. copiers, fax machines, computers, internet/intranet, telephones, etc.) shall be used for Friendship Community business purposes only.
- b. Team Members shall not download any software/programs from any internet sites without first consulting the Assistant to the Director of Finance.
- c. Team Members shall not change settings on any information technology resources due to their interconnectivity.
- d. Remote Work shall be permitted in certain circumstances. The policy for Remote Work can be found in the Personnel Manual, section II. M. Remote Work Policy.

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### B. Security

- a. Team Members shall not share/distribute personal identification numbers (PIN), passwords, and the like, that would otherwise compromise the security of an account assigned to a specific Team Member.
- b. Passwords
  - i. When creating passwords, Team Members are to follow the below minimum requirements:
    1. Minimum 8 characters
    2. One capital letter
    3. One numeric digit
  - ii. Team Members are required to change their Friendship Community email passwords at minimum of every 6 months. Team Members will receive prompts from the computer system when to change their password.
  - iii. Team Members are required to utilize a security encryption on communications and documents related to the confidential information of all Individuals and Team Members transmitted through emails and other relevant technological devices.
  - iv. Upon separation of employment with Friendship Community, Team Members agree to delete all Friendship Community related communications/documents from personal technology devices that may have been utilized for Friendship Community work related purposes (i.e. iPads, cell phones, cameras, laptops, personal home computers, etc...)
- c. Any data that contains Protected Health Information (PHI) or any information covered by the Health Insurance Portability and Accountability Act (HIPAA) of Individuals served by Friendship Community shall be stored on Friendship Community's servers. No PHI or HIPAA information shall be stored on local computers.
- d. All Friendship Community computers are equipped with virus screening software and must not be disabled under any circumstances.
- e. All Wi-Fi connections used by any Friendship Community program, home, or office shall be encrypted with a password. Wi-Fi is maintained by the Assistant to the Director of Finance.

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### C. Assignment of Technology

- a. As part of their role with Friendship Community, some Team Members may be assigned technology either on a permanent or rotating basis (e.g., laptop, tablet, cell phone, camera, etc.).
- b. Team Members who are assigned technology shall agree to the below items:
  - i. Technology assigned to a Team Member is the property of Friendship Community.
  - ii. Team Members shall use assigned technology for Friendship Community business purposes only.
  - iii. Team Members shall ensure that technology is secured by a password (as appropriate). This password shall be maintained by the Assistant to the Director of Finance.
  - iv. Team Members shall take reasonable precautions to ensure that technology is stored in a safe manner. This includes, but is not limited to:
    1. Not storing technology in a car for any length of time
    2. Not leaving technology in extreme heat or cold
    3. Keeping technology away from any elements that may damage or effect the performance of the technology
  - v. Team Members shall contact their immediate Program Manager should any issues arise while using the technology.
  - vi. Should assigned technology be lost/damaged/stolen while in the possession of a Team Member for whatever reason, the Team Member shall be required to pay damages in the amount of the fair market value of the technology device as established through an agreement upon the Team Member receiving the technological device (see attached). Friendship Community will obtain these funds from the Team Member assigned responsibility for technology devices that is lost/damaged/stolen while in the possession of the Team Member.
  - vii. Upon separation of employment with Friendship Community, Team Members agree to return all technological devices assigned to them in the same condition it was issued (less normal depreciation). If a Team Member fails to do so, Friendship Community reserves the right to seek financial restitution for the assigned technological device and/or if deemed necessary seek legal alternatives to regain on the loss.

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### D. Email

- a. As with all other Friendship Community technology, email is to be used for Friendship Community business purposes only and as identified in section B. b. iii. – All e-mail communications with outside organizations must be encrypted.
- b. Friendship Community uses a standardized email signature format to ensure consistency across email communications. Team Members shall consult with their immediate Program Manager or the Assistant to the Director of Finance to set up the email signature.
- c. Team Members are prohibited from using wallpapers, personal quotes, etc. as part of their email signature.