



Policy Name  <b>EMPLOYEE USE OF COMPUTERS</b>	Policy Number: <b>1906</b>
	Effective Date: November 8, 2000
Approved By: Management Committee	Date Revised: September 15, 2009
Classification: Information Systems	Page No: Page 1 of 1

## **POLICY**

It is the policy of the Agapé Hospice that computers are to be for business use ONLY. This matter is of such a serious nature that failure to comply will result in disciplinary action.

## **PROCEDURE**

1. Use of computers will be work related only. They are not to be used for personal business, without permission from management staff.
2. There are to be no adjustments of any kind to be made to programs
3. Staff is not to attempt any repair on Agapé Hospice computer equipment or software. If problems arise, they are to be repaired by designated staff only or by qualified computer technicians.
4. Under NO circumstances shall any staff members attempt to install unauthorized computer software onto Agapé Hospice equipment. The Salvation Army Territorial Information Technology Department must approve all software, in compliance with Minute No. 7908b-7, and Software Copyright Law.

*All officers and employees of The Salvation Army are to comply with the law as stated below. Computer software ordinarily is licensed to allow the buyer to copy the program on to one hard disk. The program is to be used by the one principal user only, who will retain the master diskette(s) with the program's serial number.*

*In other words, if a corps or institution has purchased one copy of a software program (i.e. Microsoft Word, Microsoft Windows, Shelby Systems, etc.), that program may be installed on one computer only. It may not be copied. The computer and the program may be used by any number of people, but at no time may two or more persons be using the program at the same time.*