EMAA HEAD START COMPUTER POLICIES

Please see the EMAA Personnel Policy Manual Section V, Pages 22-25 for policies regarding email, fax, modem, telephone, the Internet, social media and other means of communication.

Employees have no exceptions of privacy when any electronic communication is used. Email, fax, modem, telephone, the Internet and other means of communications may be monitored or accessed by the Agency or its agents at any time.

Computer Issues?

E-mail/Call Courtney if:

- Computer is having issues

- E-mail will not work

Email/Call Dawn if:

* You are having issues with workflow for tickets/timesheets or mileage

Rules and Policies

1. Area Support Computers, may be used by other Head Start staff when they are not being utilized by the ASA. Due to timesheets and mileage being computer based, everyone needs access.

2. Head Start staff may utilize classroom computers when not in use by Head Start children.

3. Volunteers may utilize classroom computers for Head Start related activities when not in use by Head Start staff/children.

4. Use of classroom computers by Head Start children will be supervised by appropriate Head Start staff and/or volunteers to ensure equipment is treated with respect.

5. 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.

6. Do not download programs which are not needed for Head Start work purposes. This helps to cut down on viruses.

7. Do not open suspicious emails, particularly those with links.

8. Run the Malwarebytes program, frequently, to catch viruses before they cause an issue.

9. If your computer is password protected, the password must be given to your Site Manager , so the computer can be accessed when you are unavailable.