

Policy and Procedures

Title: Computer System Use

Date issued / last revision: December 7, 2004

Date effective: Immediately

Computer System Use

Statement:

Cooperstown Medical Transport, Inc. (CMT) is establishing policy and procedure for the use of its computer resources.

Purpose:

This policy is to establish appropriate use of CMT's computer resources. The company promotes Internet use that enables employees to improve their job knowledge and promote an increase in computer skills.

Scope:

This policy applies to all personnel that utilize CMT's computer system.

Policy:

1. As an individual using CMT's computer system and Internet connection, it is your responsibility to:
 - a. Use the system for purposes for which you have been authorized, to include daily work, educational purposes or any use which could or would benefit CMT.
 - b. Use the system in a responsible manner. Do not waste resources. CMT's daily operation takes precedence over any other use.
 - c. Familiarize yourself with any special requirements for accessing, protecting and utilization of data.
 - d. Learn about Internet etiquette, customs, and courtesies.
 - e. Abide by security measures and features in place. Do not try to circumvent these security measures. Safeguard your account name and passwords.
 - f. Obey all Federal, State and local laws.
 - g. Log out of your user account.
2. No employee will use CMT's computers for any unlawful activity.
3. Unauthorized duplication of copyrighted information, data and/or software is a direct infringement of the federal copyright law.
4. Loading of personally owned software (such as tax preparation, computer games, etc.) on company computers is prohibited.
5. The privacy of users' files will be respected. However, CMT reserves the right to examine files and their contents. In cases of suspected misuse, abuse or unlawful activity, CMT will conduct such investigations as are deemed necessary. This may include, but not limited to, monitoring and / or inspection of files and CMT E-mail accounts.
6. Refer to *Electronic Communications Monitoring* for further information.

7. The following uses of the Internet and computers are not allowed. Disciplinary action may be taken:
 - a. Unauthorized use of computing resources, to include, but not limited to, the viewing of material that can be considered pornographic, offensive or derogatory.
 - b. Unauthorized accessing or copying of programs, records or files belonging to CMT, or another user without permission.
 - c. Attempted, or actual breach of system security or another users account, depriving another user of accessing the system, compromising the privacy of another user, or disrupting the intended use of the system.
 - d. Attempted or actual use of CMT's computing resources for personal or financial gain.
 - e. Engage in any fund raising activity, endorse any product or services, or engage in any activities that would, in any way, bring discredit to the company.
 - f. Attempted or actual destruction or modification of programs, records or data belonging to CMT or another user for malicious purposes.
 - g. Attempted or actual use of the system to interfere with the normal operation of the network or through such action causing a waste of resources.
 - h. Allowing any un-authorized user entry into the system.
 - i. Downloading unauthorized materials into the computer system.
 - j. Any violation of Federal, State or local laws.
8. The computers in the billing office are not to be used by anyone other than those authorized.
9. The computers in the dispatch office are not to be used by anyone other than the on duty dispatcher, computer repair, and management.
10. The only computer in the dispatch office that may be used for Internet browsing is the computer that has specifically been designated for that purpose.
11. No person, with the exception of management, is allowed to:
 - a. Sign anyone into any account on the CMT network.
 - b. Sign into another user's account on the CMT network.
12. No person shall download anything into the computer system without specific authorization from management.