


<p>Gloucester Township Fire District #2</p> 	<p>Administrative Policy – Computer Use</p>	<p>Page 1 of 2 Document ID: 17-1 Rescinds ID: N/A (New) Issue No: 1 Issued: 5/10/2017 Reviewed: N/A Approved by: BOFC/ Administrator</p>
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1. Purpose and Scope

1.1. This policy applies to all personnel, and governs the use of all District owned computer equipment (desktop units, laptops and MDC's).

2. Computer Use

2.1. The District provides computers and related accessories (monitors, printers, etc.) throughout the building and apparatus as needed for the safe and efficient operation of fire department related business.

2.2. The provided computers are to be used for official business only, with the following exceptions:

2.2.1. Minimal use of the computers (excluding MDC's) for personal business is permitted, provided such use does not interfere with district business, does not incur any cost to the district, and does not violate any other sections of this policy.

2.2.2. Acceptable personal use would include research for school work, checking of personal e-mail, etc.

2.2.3. Printing material for personal use is not permitted.

3. Access

3.1. All members of the department will be provided with a unique username and password that will be required to access station computers.

3.2. Members are prohibited from sharing their username and password with any other person, and are responsible for protecting the security of their login information.


3.3. Members are required to login using their assigned information upon starting work on a computer, and must log off when finished.

3.3.1. To prevent members from using a computer logged in by another member, station computers will be programmed to "lock" after a period of inactivity, after which members will have to reenter their password or sign in with a different name.

3.4. Since apparatus MDC's are used for emergency responses, they will not require an individual user name and password for access.

3.4.1. Use of MDC's for personal business is prohibited, and all prohibitions listed in Section 4 shall apply.

3.5. Computer access shall be terminated when a member separates from the department for any reason.

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4. Prohibited Activity

- 4.1. Accessing a computer by using the username and password assigned to another member, or using a computer that has been left unattended by another member but still logged in under their name.
- 4.2. Accessing pornographic or other sites not appropriate for a business environment.
- 4.3. Posting or sharing information on social media sites of a derogatory nature or detrimental to the good order of the department.
- 4.4. These prohibitions apply at all times while on fire department property, whether using district or personally owned computer equipment, and at any location if using district owned equipment off site (i.e. laptops, MDC's).
- 4.5. No computer software or hardware additions or deletions or changes to system settings are permitted without prior authorization from the District Administrator.

5. Wireless Network

- 5.1. A wireless network is provided throughout the building for use by members operating laptops, personal cell phones, etc.
- 5.2. Sites accessed via the station wireless network are subject to the same prohibitions outlined in Section 4, whether using district or personally owned equipment.

6. Repair and Replacement

- 6.1 Computer equipment will be replaced as needed on a cycle established by the District.
- 6.2 Any issues with the operation of District owned computers or the wireless network should be promptly reported to the District Administrator.
- 6.3 No personnel are to tamper with or attempt any repairs to district owned computer equipment without prior authorization from the Board of Fire Commissioners or their designee.

7. Policy Violations

- 7.1. Violators of this policy are subject to discipline up to and including termination and/or revocation of their computer privileges.