Agency Computer Guidelines

1. Computers issued to employees should be used for Agency related business.

    a. Do use the computer for Agency related business.
    b. Do check with technology staff before you download and install *new* application software (not including extensions or add-ons) that is not now on your computer. If in doubt about downloading an update of current software on your computer, ask a technology staff member.
    c. Do not download music, movies, games, photos that are not work related. Not only is it an inappropriate use of agency equipment, but also they consume agency and computer storage space. Do not load personal pictures onto the computer other than one to be used as a desktop.
    d. Do use screen savers supplied with the operating system. Do not download screen savers from the Internet. They are the major cause of spyware and viruses on our computers.
    e. The employee is responsible for any actions associated with the computer.
    f. Makes sure to adhere to the Agency copyright policy 111.4 (http://policies.aea267.k12.ia.us/policies/194) and AUP policy 101.4R1 (http://policies.aea267.k12.ia.us/policies/165)
    g. If you have problems with your computer, please contact AEA technology staff.
    h. The Agency retains the right to charge employees for damage of agency equipment due to misuse and/or abuse.

If a technology staff member finds inappropriate items as outlined above they will:

1st time- talk to the person
2nd time- talk to person and their supervisor
3rd time- limit user privileges to add programs or other materials.

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