



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
<b>Subject:</b>	Computer Use
<b>Reference Number:</b>	Adm 04-007
<b>Effective Date:</b>	25-Jan-05
<b>Last Revision Date:</b>	N/A
<b>Signature of Approval</b>	Curtis Sheets, Chief

**Purpose:**

To establish a policy for the appropriate use of computers.

**Policy:**

Computers are at each station for use by employees. Employees shall follow the established guidelines, and the Wintergreen Property Owners Association Employee Handbook.

- Computers are for business use --personal use shall be kept to a minimum.
- Instant messaging is prohibited before 1700 hours.
- No program may be downloaded without approval
- Employees shall not spend more than one (1) hour on the computer between the hours of 0800 to 1700 unless related to Wintergreen Fire and Rescue business.
- These rules apply to use of personal computers brought to work.

Employees are encouraged to read the WPOA Employee Handbook section titled “Computer and Email Usage” for additional information.