



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
Subject:	Computer Use
Reference Number:	ADM 02-007
Effective Date:	25-Jan-05
Last Revision Date:	9-Feb-19
Signature of Approval	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, Skype, and Facetime are prohibited on any station computer.
- Watching Youtube videos not related to training is strictly prohibited.
- 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.
- Hours of use restrictions and the WPOA Handbook Policy also apply to the use of personal computers brought to work.

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

**Social Networking Policy:**

Social Networking Websites consist of “Facebook”, “Twitter”, etc.

Any personnel utilizing these sites must keep their profile free of objectionable material if displaying their Wintergreen Fire and Rescue affiliation whether in writing or by uniform. This will be at the discretion of the Wintergreen Fire and Rescue Administrative staff.

Status updates during on duty hours are prohibited.

