FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **COMPUTER/INTERNET USE GUIDELINES**		POLICY NO: HR-008
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: Computer/Internet Use Guidelines HR03-70
	DATE Reviewed: March 26, 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: FV Employees	

POLICY:
To ensure proper and ethical use of the Agency computers/internet account.

PROCEDURE:
Guidelines are as follows for all computers belonging to Family Visions Inc.

1. Computer/Internet use will be program orientated only.
2. Personal use by employees is strictly prohibited.