

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Cottonwood Industries

POLICY NO: 20-018

SUBJECT: Computer Use and Security – Work Floor

EFFECTIVE DATE: November 2008

Policy:

Cottonwood Industries is committed to using technology to support communication, production, and training for all individuals. Cottonwood Industries Supervisors primary role is to provide hands-on instruction and interaction so that consumers achieve a productive day. The computer is an adjunct to this role and is not to be a distraction from supervisory responsibilities. Computer technology can enhance the effectiveness of information collection and dissemination for: Person Centered Support Plan related documents, assessments, ID sheets, timecards, BASIS, and other documentation tools.

Procedures:

Refer to policies 02-021-Computer Environment Security and 02-024-Computer Internet and E-Mail use for general policies related to computer use. Specific procedures for Cottonwood Industries include:

1. Each supervisor will be assigned a computer with an identification number.
2. Consumers will not have access to the supervisor's computers, but will have access to the computers in designated locations.
3. Internet use will be monitored by the IT department.
4. Supervisors will follow all procedures stated in 02-021 and 02-024 and will sign an acknowledgement regarding Internet and E-mail use.
5. Any Supervisor found to have violated policies regarding computer use will be subject to disciplinary action which may include termination.