**Technology Signature Form**

All *personal* use of MCGH computers is prohibited, including electronic mail and Internet. MCGH Computers will be used for clocking in and out for payroll and online training. Some of our homes have a wireless system and any access should be done on the employee’s own time and on their own equipment. Taking care not to abuse the online time for which the MCGH is paying.  Personal computer use should not interfere with any work–related activities.

MCGH computers will be used by *authorized personnel* only. This authorization will be given by being provided a password to use the system from the ADM/OM. When using MCGH computers no assumption should be made that any information transmitted or stored electronically is confidential or private.  MCGH employees should respect others’ rights to privacy and not attempt to gain access to any files or messages not addressed to them, and that are not directly related to their work.  Authorized personnel may find it necessary to access email and other information stored on MCGH computers for reasons to do with MCGH business or for legal reasons.  All employees waive any right to privacy in email messages and computer files on MCGH computers and consent to the access and disclosure of such files by authorized MCGH personnel.

Direct Care Coordinators are responsible to back up their computers data daily. They are also responsible to monitor for improper use of the equipment and protect the passwords to the system in their homes.

MCGH computers may not be used in a way that is disruptive to the operation of MCGH or offensive to others.  The use of the email for the transmission of information disparaging others based on race, national origin, sex, sexual orientation, age, disability, religion, marital status or political beliefs is not permitted under any circumstances at any time.  MCGH staff is prohibited from using the Internet to view nudity and sexually related sites at any time.  Electronic mail cannot be used to solicit or recruit others for commercial ventures, religious or political causes, or personal gain.

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Signature Date