

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Information Technology / Information Systems	ITIS		203.1
Subject Title Acceptable Use	Adopted 4/14/23	Last Revised NEW	Reviewed NEW

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Acceptable Use procedure

- 1.1 All employees are required to sign an attestation that they have reviewed and will follow the acceptable use policy at initial orientation.
- 1.2 No network credential information will be provided to new employees until notice that the attestation has been received is provided to the IT Department.
- 1.3 Changes to the Acceptable use policy may require an updated attestation be completed by employees.
- 1.4 In situations where employees fail to provide a required updated attestation, systems accounts may be disabled by IT staff.

Kerry Possehn, Chief Executive Officer	Date		