



Policy Title:	Use of EHSFlexPd Website
Service Area:	Technology
Policy Number:	
Policy Form(s) (if applicable):	
Performance Standards Reference:	
Head Start Act 2007 Reference:	
Minimum Standards (if applicable):	
Revision Date:	
Policy Council Approval Date:	
Advisory Committee Approval Date:	

Policy:

Website use policy – www.ehsflexpd.com

The purpose of this policy is to outline the acceptable use of the EHS website. These policies are in place to protect the employee and the EHS program. Inappropriate use exposes the EHS program to risk including virus attacks, compromises of the network systems and services, and website downtime issues. This policy applies to employees, consultants, temporary staff, and other workers at the EHS program, including all personnel affiliated with Early Head Start. This policy applies to all equipment that is owned by EHS or any device accessing the web page.

Security and Proprietary Information

1. The user interface for information contained on the EHS website should be classified as confidential. Employees should take all necessary steps to prevent unauthorized access to this information.
2. Keep passwords secure and do not share content of the website with external entities. All content is intended for EHS-CCP program use only.
3. Users shall directly initiate security mechanisms to prevent inadvertent viewing when a device is unattended.
4. Information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with policy.
5. All devices used by employees that are connected to the website, whether owned by the employee or EHS program shall be continually executing approved virus-scanning software (UTRGV computers automatically generate virus software programs.)
6. Employees should avoid unauthorized access, copying, or dissemination of website information.