

Wells Family Fitness Acceptable Use Policy

1.0 Overview

Wells Family Fitness strives to uphold values that align with the Christian worldview in every aspect of the company. The intention for publishing an Acceptable Use Policy is to not impose restrictions that are contrary to Wells Family Fitness' established culture of openness, trust, and integrity and to ensure that these values are applied in every way. Wells Family Fitness Administration/ IT Team is committed to protecting Wells Family Fitness's employees, partners, and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet-related systems including but not limited to: computers, software, operating systems, storage media, network accounts for emails, browsers, are the property of Wells Family Fitness. These systems are for business purposes only; to serve the interests of the agency in normal operations. Every employee/affiliate and every computer user has a personal responsibility to treat the opportunity to work with technology given by Wells Family Fitness with safe operation and care and know these guidelines and conduct activities accordingly.

2.0 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Wells Family Fitness. These regulations are set in place to protect the employee and Wells Family Fitness. Inappropriate use exposes Wells Family Fitness to risks including but not limited to compromised network systems, data exposure, services, and legal issues.

3.0 Scope

This policy applies to employees, consultants, temporary staff, remote workers, and other workers at Wells Family Fitness, including all personal affiliated with the company. This policy applies to all equipment that is owned or leased by Wells Family Fitness.

3.1 Acceptance

By indicating your acceptance of this Acceptable Use Policy, you agree that you have read and accepted the terms and conditions contained herein.

4.0 Policy

4.1 General Use and Ownership

1. While Wells Family Fitness's network administration strives to provide a reasonable level of privacy, all users should be aware that the data they create on the company systems remains property of Wells Family Fitness. To protect Wells Family Fitness's network and Wells Family Fitness' consumer data, management cannot guarantee the confidentiality of information stored on any network device that belongs to Wells Family Fitness.
2. Employees are responsible for exercising good judgement regarding the reasonableness of personal use. Individual departments are responsible for creating and implementing guidelines regarding personal use of internet systems. In instances of absent policies

regarding certain circumstances employees should consult their supervisor or management.

4.2 Your Responsibilities

As a condition of your use of Service you agree to all of the following:

1. You are solely responsible for any actions taken from your device that cause damages or affect other devices or users of the Service.
2. You agree not to run programs, services, systems, processes, or servers, whether by yourself or in connection with other users that could degrade network or system performance or accessibility of the services
3. You will use the Service only as permitted by applicable local, state and federal laws.
4. In relevant departments, including but not limited to Healthcare and Training, you agree not to use the Service to :
 - a. access, transmit or store material that is pornographic, obscene, libelous or defamatory, or which holds anyone in a false light, invades any right of privacy, or violates a right of publicity.
 - b. access web sites that exploit the images of children under 18 years of age.
 - c. access web sites that contain material that defames, abuses, or threatens others.
 - d. to access another person's computer, computer account, files or data without permission.

4.3 Unacceptable Use

The following activities are, in general, prohibited. Under no circumstances is an employee of Wells Family Fitness authorized to engage in any activity that is illegal under local, state, federal or international law utilizing Wells Family Fitness owned resources. The policy serves as a framework for activities that fall under unacceptable use:

1. Unauthorized access, copying or dissemination of classified/sensitive information.
2. Installation of any copyrighted software for which Wells Family Fitness or end user doesn't have an active license is strictly prohibited.
3. Providing information about list of Wells Family Fitness employees to parties outside Wells Family Fitness.

5.0 Enforcement

Violations of this policy expresses contradiction to Wells Family Fitness's beliefs and efforts to implement a community of safety, trust and integrity. Every computer user has a personal responsibility to uphold this standard or contact a relevant department for more information. Any violation of this policy and may result in the following: network removal, access revocations, corrective and disciplinary actions, civil or criminal prosecutions, and termination of employment.

References

Acceptable Use Policy. (2017, April 3). Federal Bureau of Investigation.

<https://www.fbi.gov/file-repository/acceptable-use-policy.pdf/view>

Acceptable Use Policy. (2018, July 27). Rock.

<https://rockregionalhospitalderby.com/acceptable-use-policy/>

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