

# Annual Computer Use Agreement

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## **Computer Use Responsibilities:**

### **Supervisor shall:**

- Obtain a Windows, WIC Connect, WIC Shopper App/WIC Smart and StarLINC Client Services log-in and password for new employees from State Office.
- Demonstrate how to use computers and associated programs.
- Explain security and confidentiality procedures/protocols, including required password change every 90 days and anti-virus updates.
- Perform any approved required software updates and modify computer data as necessary.
- Remedy any computer issues including, but not limited to, error messages, lost/forgotten passwords, maintenance problems, damaged/broken property, mobile clinic errors, etc.
- Report to the state agency lost, stolen or damage computer equipment.

### **Users shall:**

- Log into and work in StarLINC using your own username and password. Under no circumstances should staff use another user's log-on information.
- Exit and lock computers whenever leaving the computer unattended—use "Ctrl+Alt+Delete" and select "lock".
- Keep computer anti-virus updates current and up to date on their computer/laptops.
- Log off and shut down all computers at the end of their workday.
- Clean computer at the end of each shift. This includes mouse, signature pad, keyboard, wires and workspace.
- Store all local clinic laptops and travel computer equipment (i.e. laptops, printers, hot spots, etc.) in a locked room when not in use.
- Download software as directed by your supervisor or as directed by the state agency; no other software may be downloaded.
- Connect only to an Authorized WIC WiFi or Cradle devices for WIFI. A supervisor must approve connecting to a public/private Wi-Fi. Connection to a public/private Wi-Fi without authorization is a security risk and will be subject to termination.
- Direct any computer related issues to supervisor.
- Report to supervisor if/when computers are unavailable during clinic; continue clinic using manual paperwork.

**Print/Sign & Date** \_\_\_\_\_

**Laptop Assigned to you:** \_\_\_\_\_