



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
610-265-1063 Allendale Road Station
610-337-8230 West Beidler Road Station
610-265-3205 FAX
610-265-5635 Social Hall
email kpafc@pond.com
Web www.kpafc.com

Standard Operating Guidelines

SOG NO.: KP-1-0029

SOG TITLE: COMPUTER USE POLICY

ADOPTION DATE: 01/02

REVISION DATE: 06/09

NO. OF PAGES: 2

Purpose: To establish appropriate controls for the use of company owned computer equipment.

The King of Prussia Volunteer Fire Company (KPVFC) owns several computers that are used for organizational business as well as being available for use by members. Individuals utilizing KPVFC computers for KPVFC business will have priority over those who wish to use them for personal business. Any on-duty crews will have priority over others wishing to use KPVFC computers.

KPVFC does maintain access to network accounts (internet) for access to important sites and information to manage the organization's business. This service is also available to members who may wish to check their email or conduct research. **NO INAPPROPRIATE USE OF THE SYSTEM WILL BE TOLERATED. ANYONE FOUND INAPPROPRIATELY USING THE SYSTEM WILL FACE IMMEDIATE DISCIPLINARY ACTION.** This would include, for example, any use of the internet to be considered harassment by communication or to access sexually oriented web sites.

System administration is the overall responsibility of the Chief or their designee.

KPVFC supports the use of email for the purposes of improving productivity and facilitating effective communication. Members are given access to the computers for

email accounts, and may use the KPVFC website for communication purposes. KPVFC has legitimate business interests, which may require monitoring of or access may also extend to any information store on disc or other information systems owned by KPVFC. Members should not have any expectation of privacy in information, communications, or email distributed through the KPVFC network. Both business and personal use of email shall conform to the terms and procedures of KPVFC.

All users shall protect KPVFC information contained within email to the same extent as if the information were in written form.

KPVFC strictly prohibits the forwarding of any form of KPVFC confidential information including e-mail to anyone outside the organization.

Recipients should always mark information classified as confidential to assure appropriate treatment.

Information concerning, derived from or related to the business or operations of the KPVFC is at all times considered proprietary and remains the sole and exclusive property of KPVFC.

KPVFC maintains a website, www.kpvfc.com, to communicate information about our organization to the community and fire service at large. Inappropriate use of this communication mechanism will not be tolerated.