

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Computer Usage	<b>SECTION:</b> C <b>POLICY:</b> 7
<b>DATE:</b> May 2008 <b>REVISION DATE:</b> June 2011	<b>Administrator's Signature:</b> _____	

**COMPUTER USAGE**

**POLICY:**

Leamington Mennonite Home provides access to computers for work-related duties only. These computers are for use by Administration and Nursing for CMI-related documentation only.

**PROCEDURE:**

- No staff member shall use the computers at Leamington Mennonite Home for reasons other than work-related duties.
- Administration shall have access to computers for administrative duties. Registered Nursing staff shall have access to computers located at the Nursing Stations for CMI-related documentation and inventory ordering and management.
- All computers shall have confidential passwords to enable access to approved users only. These passwords shall be kept confidential and be used only by those staff performing work-related duties. Passwords shall be changed on a regular basis. Any change in password shall be reported to the Director of Administrative and Environmental Services.
- When computers are not in use, they shall be logged off to prohibit unauthorized use.
- No downloading of non-work-related documentation is permitted.
- Breaches of this policy may result in discipline.