

Policy Summary

Outlines who may use Scarborough Women's Centre's computers and for what purposes.

Policy 1:

Access to computers

Paid staff, volunteers and students of Scarborough Women's Centre may use the Centre's computers while they are in the employ/formally involved in agency business. Once they are no longer formally part of the organization, this privilege ceases. The Centre's computers are not available for use by clients or casual staff including fee for service facilitators.

Policy 2:

Business/personal use of Computers

Staff, students and volunteers of the Centre may use the agency's computers for work related, professional contact and career development.

Personal use **does not** extend to:
Use of the internet for non-business related browsing, commercial activities, illegal activities, electronic discussions or personal interest groups, travel advisories, information on health/ medical issues, activities in contravention of the Centre's Access Policy, etc.

09/05

Scarborough Women's Centre Programs & Services

Case Management:

Offers goal clarification, planning and support for women who want assistance in overcoming barriers to economic and emotional independence.

Economic Self Sufficiency Program:

In a intensive program, women who have left abusive situations are assisted in the move to economic and emotional independence.

Educational Workshops:

Courses and workshops on topics of concern to women presented in small groups (15-20) with a trained facilitator.

Topics include:

Assertiveness, Self-esteem, Anger management, Legal Issues and Women's Health.

VOLUNTEER OPPORTUNITIES:

Board and Committee Members:

Responsible for the overall direction of the agency and ensuring adequate resources are available.

Resource Information Volunteer:

Provide referrals in our anonymous, confidential phone service.

One -to-One Mentoring Program:

Trained mentors/tutors provide mentoring and support in a non-judgmental way to an individual woman going through a transition in her life.



**Scarborough
Women's
Centre**

COMPUTER ACCESS POLICY

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Mission Statement:

Scarborough Women's Centre facilitates the empowerment of any woman who wants to leave an abusive or isolating situation, so that she

Policy 1: **Access to computers**

Procedure:

1. Eligible staff, volunteers and students are oriented to the proper and safe use of the Centre's computers by the Administrative Assistant upon joining the Centre.
2. Proper and safe use include transmitting messages/information which:
 - a. Are professional and do not misrepresent themselves or the Centre.
 - b. Do not violate or infringe on any person's right to privacy (e.g. personal health information, service user status); or
 - c. Are not time wasting, abusive, offensive, threatening or harassing.
3. Staff students and volunteers may not:
 - a. Use Scarborough Women's Centre diskettes/CDs to save personal information
 - b. Save personal files to workstation computers;
 - c. Monopolize/over use the Centre's printers to print personal information ; or
 - d. Make unauthorized use of agency letterhead.

4. Information given to paid staff, students and volunteers about how to use the computers will not be shared with those who may not use the computers including clients.
5. All specialized software on all the Centre's computers, e.g. database, financial records and service user records will be password protected. The Executive Director will participate in the selection off all passwords and be immediately informed of any changes that are necessary. When there is a staff change, passwords to the computer will be changed by the new staff person now accountable for that computer, in consultation with the Executive Director.

Appropriate use includes:

- Communicating with fellow members on a committee in another organization;
- Collaborating on activities such as jointly working on material development;
- Participating in electronic mail discussion groups on professional topics;
- Coordinating the Centre's activities with other agencies; and
- Connecting to resources that provide information on college curricula and

career or skill enhancement, or information required for the development of workshop or educational material related to clients.

The Centre allows personal use of computers by staff, students and volunteers on personal time only. Personal time means designated breaks during the person's normal working hours (e.g. lunch). Appropriate personal use includes checking and sending email to or from colleagues, family and friends ONLY.

Policy 2: **Business/personal use of Computers**

Procedure:

1. Paid staff, students and volunteers will check their email through Internet Explorer only. No instant messaging services (e.g. MSN messenger/AOL etc) may be used at any time on any of the Centre's computers for business or personal purposes.
2. If any staff, student or volunteer wishes to use the agency's computers for extraordinary purposes (e.g. one of the restricted activities), she must first gain permission from the Executive Director.