



Policy 202  
General Administration  
Computer Access  
02/11/04

#### Purpose

The purpose of this policy is to establish a guideline for the use of computers belonging to the Hiawatha Fire Department.

#### Scope

This policy shall apply to all members of the Hiawatha Fire Department who use department computers.

#### Policy

Currently the Hiawatha Fire Department has 3 computers

1. Trainers Computer
2. Training Computer
3. Radio Computer

Each of these computers has a designated purpose.

The trainer's computer is to be used for instructional media only.

The radio computer is for general department business only.

The training computer is for the use of the members.

Unless authorized by the fire chief, members shall only use the training computer for games and personal Internet usage. Members shall not install anything on the computer with out the permission of the I.T. Specialist.

The Hiawatha Fire Department and the City of Hiawatha reserve the right to monitor any internet usage.