

HMIS Laptop and Mobile Devices User Agreement

The Rhode Island Homeless Management Information System (RIHMIS) has successfully developed and implemented a HMIS user laptop and mobile devices program. New technology helps us accomplish a variety of HMIS tasks. Those who use laptop and mobile devices for HMIS must participate in the HMIS Laptop and mobile devices Program. This program is **mandatory** for all HMIS users.

Due to the importance of technology, HMIS users who do not abide by *HMIS' Electronics User Agreement* are held accountable for any violation of this agreement. It is mandatory that all agency executive directors sign this agreement before accessing the HMIS site and have an understanding of these policies and consequences in detail.

The following restrictions have been put in place to minimize any problems HMIS users may incur:

1. HMIS is not held financially responsible for any missing or damaged laptop and mobile devices. The responsibility of the laptop and mobile devices lies solely with the HMIS user at all times.
2. Laptop and mobile devices must be password protected for startup and bios as well as when coming out of screensaver mode.
3. Any ISP's (Internet Service Provider) software is generally acceptable **except AOL and Compuserve**.
4. Downloading or playing **Games and Music** is prohibited at any time while on HMIS network.
5. All Peer-to-Peer (file sharing) software is prohibited. For example, Limewire, Bearshare, etc.
6. All Voice over IP software, for example: Skype, Oovoo, etc. may be installed on the laptop and mobile devices.
7. HMIS users may not download free games, illegal music, etc. onto the laptop and mobile devices.
8. HMIS users may not stream music, videos, or any other type of files at any time while on HMIS networks.
9. HMIS users may not bypass the HMIS's network. Use of outside proxy servers, addresses, or anonymizing software is prohibited.
10. HMIS users are never to access anyone else's account or allow anyone to use their account.
11. HMIS users must have up-to-date anti-virus, anti-malware, etc. to log onto the HMIS's network to access the software.
12. Do not leave laptops and/ or mobile devices unattended. If a laptop or mobile device is stolen you are responsible for the missing HMIS data.
13. The Internet is used only for research and data entry and as a means to obtain needed information. Accessing pornographic materials, vulgarity, gambling, militant/extremist material, etc. is prohibited. Additionally, inappropriate use of email, considered cyber-space bullying, will not be tolerated. Violations of this policy will result in disciplinary action, up to and including expulsion for HMIS.
14. Inappropriate images or videos are prohibited from any type of electronic device; this includes cell phones, e-readers, etc.
15. **Instant messaging is prohibited at all times on HMIS networks. AOL instant messenger is not allowed on laptop and mobile devices.** All instant messengers should be set only to run when clicked on, not on startup.
16. HMIS users shall not use the HMIS name, or any derivative thereof, on any personal website and/or webpage (including, but not limited to, MySpace, Facebook, Twitter or any other social media site). Violations of this policy will result in disciplinary action, up to and including expulsion from HMIS.
17. Users must not download or store and personal protect information of clients on their laptop and mobile devices. This information should be entered into the HMIS data base via the HMIS software. All laptop and mobile devices must be formatted 3 times before being decommissioned and HMIS certifications must be removed.
18. Toolbars such as Google, Yahoo, etc. are not allowed on laptop and mobile devices.
19. Users must run and scan their laptop and mobile devices with anti-virus software twice a month.
1. **Unsupported Software:** Any HMIS user, who loads software not provided by HMIS, must be able to provide the HMIS with the proper software license. HMIS administrators have no obligation to provide support for any software other than what is provided by the HMIS. HMIS may prohibit the installation of any software if it conflicts with the HMIS's user agreement or has any effect on the HMIS's network.

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I have read and understood the above *Laptop and mobile devices User Agreement Policy*. I understand that this laptop and mobile devices is an educational tool to be used to enhance the learning process in all subject areas. **My signature below signifies that I will abide by the established protocols and have kept the original Laptop and mobile devices and Mobile Devices User Agreement for my reference.**

HMIS user Name:

(Please print)

HMIS User Signature: _____ Date:

Executive Director Signature: _____ Date: