

Intent/Purpose

Appropriate & Intended Use	Inappropriate Use
<p>ODB/TAMS</p> <ul style="list-style-type: none"> • Writing Support Notes • Writing Occurrence/Incident Reports • Entering information in Cumulative Health Record • Noting Appointments • Recording completion of TAMS items <p>LMS</p> <ul style="list-style-type: none"> • Completing required e-learning • Checking your LMS dashboard <p>Online Orientation System</p> <ul style="list-style-type: none"> • Documenting completed orientation items • Navigating Christian Horizons systems • Recording 30, 60 & 90 day reviews <p>CHconnect</p> <ul style="list-style-type: none"> • Registering for Christian Horizons courses • Finding required forms and resources <p>Christian Horizons email</p> <ul style="list-style-type: none"> • .net and .org email accounts <p>Videoconferencing (camera/microphone)</p> <ul style="list-style-type: none"> • BlueJeans • Zoom 	<ul style="list-style-type: none"> • Checking your Social Media (Facebook, Twitter, Instagram, Pinterest, etc.) • Checking personal email • Surfing the Internet • Personal on-line shopping • Adding/downloading apps/programs • Streaming entertainment – Netflix, Amazon Prime, Spotify, YouTube, etc. • Taking pictures (not work related) <p>NOTE: While Christian Horizons web applications permit personal, private information to be accessed and stored on Christian Horizons' secure servers, <u>the storing of personal, private information to the hard drive of the Surface Tablet is strictly prohibited.</u></p> <p>For more information, see the section on Privacy/Confidentiality.</p>