Chapter 23

Activity 23-1 Using Computers Appropriately

**Directions:** Complete the following activity to see the consequences of improper use of employer technology.

 Clarice recently obtained a part-time job as a receptionist at her local youth center. She sits at the front desk and checks people in and out. She also answers phone calls and does basic office work. She has a computer, phone, and Internet privileges while on the job. Company policy states that company property is to be used for work-related activities.

 During the winter, the youth center experienced a cutback in the amount of people coming in, so Clarice’s job slowly became less involved and duller. To pass the time, she began checking her e-mail and social media sites, and even did a little holiday shopping online. While doing so, her manager happened to walk past her desk and noticed what she was doing.

 When Clarice came in the following week, she had a write-up in her employee mailbox and a note requesting a meeting with her manager. She was surprised to see she was written up after only one offense. She felt it was unfair because she had all of her work done, and she was not being inappropriate online.

Activity Questions

1. Why should company equipment only be used for work-related activities?

<<Place Answer Here>>

2. Was it fair for Clarice’s manager to write her up after her first offense?

<<Place Answer Here>>

3. What risks did Clarice take by posting online from a work computer?

<<Place Answer Here>>

4. Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your document *FirstnameLastname*\_Activity23-01.docx (i.e., JohnSmith\_Activity23-01.docx).