

**THE MAINE HOMELESS INITIATIVES WEB SITE  
ACCEPTABLE USE POLICY AGREEMENT**

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User: \_\_\_\_\_  
(print name of user)

User e-mail address: \_\_\_\_\_  
(print user email address)

Agency: \_\_\_\_\_  
(print name of Agency)

The Maine Homeless Initiatives web site (“the site”) is a closed professional community site. It and its content are maintained solely for the purpose of holding and disseminating information regarding Maine Homeless Initiatives including HMIS and related matters. All users of the site agree to post only items that are relevant to that use.

MaineHousing retains the right to remove any posting or information it deems not relevant to the goals of Maine Homeless Initiatives and related matters. MaineHousing retains the right to grant and to revoke any user access to the site at any time and for any reason.

While every effort will be made to provide selective access to various parts of the site on a need to know and right to know basis, no guarantee can be made that items posted to the site will stay confidential. As such, no identifiable HMIS client information or other information that it is essential to remain confidential should be posted to the site.

Like all web sites, The Site is continually under development. Every effort will be made to provide reliable and consistent access, but events beyond our control or changes to the underlying software may impact ability to access the site and or information stored on the site without prior notice.

**ACCEPTABLE USE POLICY and USER RESPONSIBILITY**

- I will post only items that are relevant to my agency, Maine Homeless Initiatives, HMIS, and related matters.
- I am responsible for maintaining the confidentiality of my user ID and password and for any and all activities that occur under my password or account.
- I understand that should I forget my password to the site, I may use the request link to reset my password.
- I agree to immediately notify MaineHousing of any unauthorized use of my account or any other security breach.
- I will not place any content on the site that is threatening, defamatory, abusive, obscene, inappropriate or profane or any other material that could give rise to any civil or criminal liability under applicable law.

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- I will not place any material on the site that could infringe on privacy, publicity, copyrights or other intellectual property rights without the permission of the owner of these rights and the persons (or their parents or legal guardians, where applicable) who are shown in the material if applicable.
- I will not place any material on the site that promotes bigotry, racism, hatred or harm against any individual or group.
- I understand that MaineHousing or its affiliates and/or contractors are not responsible for any content uploaded to the site by any user.
- I understand that MaineHousing reserves the right to remove any file on the Site at any time, for any reason.
- I will not knowingly invoke the use of any script/code/etc which contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment.
- I will not invoke any process that disrupts the normal flow of dialogue with an excessive number of messages (flooding attack) to the Site, or that otherwise negatively affects other users' ability to use the Site.
- I will not employ misleading email addresses or forged headers or otherwise manipulated identifiers in order to disguise the origin of any packet transmitted through the site.
- I will not use automated means, including scripts, spiders, robots, crawlers, data mining tools, or the like to download data from or upload data to the Site;
- I will not attempt to gain unauthorized access to MaineHousing or its affiliates and related entities, its computer systems or any other user's computer systems, or engage in any activity that disrupts, diminishes the quality of, interferes with the performance of, or impairs the functionality of, the site.

**I understand and agree to comply with all the statements listed above.**

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Signature

Date

An up-to-date copy of this signed Use Policy form must be on file with the HMIS System Administrator at MaineHousing.