

## Tri-County Medical Associates

**Effective Date:** March 1, 2003 **Section of Manual:** Administrative

**Distribution:** All Employees

**Submitted By:** Bob Geib, Director, MIS

**Signature:** On File

**Approved By:** Philip Ciaramicoli, CEO of Tri-County Medical Associates

**Signature:** On File

       **New** **XXXX**

       **Supercedes:** Internet & Email Usage Policy

       3/25/03

       03/25/03

(Policy Name)

(Effective Date)

(Origination Date)

**Subject:** Internet and Email Usage

**Purpose:** To provide standards for all employees accessing the Internet and Email systems.

**Policy:** The Internet usage policy is designed to provide employees with Tri-County's expectations for the use of the Internet. The policy identifies how the Internet access will be monitored, and what remedies are taken to protect the integrity of the network. This policy applies to all users who access the Internet and Email via Tri-County and the hospital's Internet connection.

1. The Internet and Email systems are to be used only in support of Tri-County Medical Associates related patient care and business activities.
2. By requesting Internet and Email access and by using these services, the employee agrees that such activities can be monitored and that the employee has no expectation of keeping such activities private.
3. Information Systems has software and systems in place that can monitor and record all Internet and Email usage. The monitoring software identifies what sites have been accessed, when the access occurred and by whom.
4. Access summary reports will be provided to each Manager on a regular basis. Managers are responsible for ensuring that Internet and Email use is appropriate in their departments by applying this policy. Inappropriate usage should be immediately brought to the attention of the Information Systems Director and Operations Manager.
5. With administrative approval from the Chief Executive Officer, the Information Systems Director reserves the right to inspect any Internet or Email related directories or files stored in private areas of our network to assure compliance with this policy. These audits may be performed randomly and/or where there is reason to believe this policy has been violated.

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6. Messages, files or databases containing patient or other proprietary information must comply with Confidential and Data Security Policies. Patient information must be encrypted before being sent over the Internet.
7. Sexually explicit material may not be displayed, archived, stored, distributed, edited or recorded using our network or computing resources.
8. Any material that creates an intimidating hostile or offensive work environment may not be displayed, archived, stored, distributed, edited or recorded using our network or computing resources.
9. Anyone receiving unsolicited offensive material shall notify his or her supervisor and/or management who will involve the Director of Information Systems.
10. Participating in Internet Chat Rooms using Tri-County's system is not permitted.
11. Any conduct in connection with the use of the Internet that would constitute or encourage a criminal offense or give rise to a civil liability or otherwise violate any local, state, national or international law is prohibited.
12. Any software or files downloaded via the Internet become property of Tri-County.
13. No employee may knowingly use Tri-County's network facilities to download or distribute pirated software or data.
14. No downloaded software can be put on a device without MIS approval. (i.e. screensavers, window backgrounds, weather alerts, etc.)
15. Users are not to respond to any requests to receive products or to be put on mailing lists since this is the major cause of vendor advertisements (SPAM).
16. No employee may use Tri-County's network facilities to deliberately propagate computer viruses.
17. Audio and Video streaming technology is restricted to minimize congestion on the network. This technology includes, but is not limited to, Real Player, Real Audio (listening to the radio), QuickTime and Windows Media Player.
18. Any Internet session, which is minimized on your screen, also contributes to network congestion and can have a significant impact on overall performance. Users need to ensure that all Internet sessions are closed, NOT minimized.

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19. Messaging services such as AOL's messaging service is prohibited.
20. Information Systems reserves the right to shut down access to any site that is resulting in an adverse affect on the network.
21. Each employee will be required to sign an acknowledgement of receipt and understanding of the policy upon hire.
22. Violations of this policy may result in disciplinary action up to and including termination of employment and/or legal action.