

CUSHING HOSPITAL

GUIDANCE POLICIES

SUBJECT: USE OF INTERNET AND ELECTRONIC COMMUNICATION SYSTEMS Policy Number: 390
Effective Date: 10/1/04
Revised Date:

PURPOSE: To establish a policy for use of the Internet and the hospital's electronic communication systems. Each department may supplement this policy as they need or desire, as long as such supplement is consistent with this policy.

DEFINITIONS

Computer Network: Two or more computers that can share information, typically connected by cable, data line, or satellite link.

Electronic Communication Systems: System used as a means of sending and receiving messages electronically through connected computer systems or the Internet, such as e-mail or voice mail.

Internet: An international network of independent computer systems. The World Wide Web is one of the most recognized means of using the Internet.

Users All employees of Cushing Hospital who uses a department's Internet and/or electronic communication systems. NOTE: Departments which give consultants, temporary employees, contract personnel or other non-employees such as volunteers or interns access to Cushing's internet or electronic communication systems may require such individuals to abide by this policy.

GENERAL PROVISIONS FOR USE OF INTERNET AND ELECTRONIC COMMUNICATION SYSTEMS

Business Use Department-provided computer systems that allow access to the Internet and electronic communication systems are the property of Cushing Hospital and are provided to facilitate the effective and efficient conduct of hospital business. Users are permitted access to the Internet and electronic communication systems to assist in the performance of their jobs.

USE OF INTERNET AND ELECTRONIC COMMUNICATION SYSTEMS

Personal Use Personal use means use that is not job-related. In general, incidental and occasional personal use of the Cushing Hospital's Internet access or electronic communication systems is permitted; however, personal use is prohibited if it:

- interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;
- adversely affects the efficient operation of the computer system;
- violates any provision of this policy, any supplemental policy adopted by Cushing Hospital or any other policy, regulation, law or guideline as set forth by local, state or federal law.

No Expectation of Privacy

No user should have any expectation of privacy in any message, file, image or data created, sent, retrieved or received by use of the Cushing Hospital's equipment and/or access. The Information Services Division has a right to monitor any and all aspects of their computer systems including, but not limited to, sites, instant messaging systems, chat groups, or news groups visited by the users, material downloaded or uploaded by Department users, and e-mail sent or received by users. Such monitoring may occur at any time, without notice, and without the user's permission.

Prohibited Activities Certain activities are prohibited when using the Internet or electronic communications. These include, but are not limited to:

- accessing, downloading, printing or storing information with sexually explicit content as prohibited by law;
- downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- installing or downloading executable files contrary to policy;
- uploading or downloading copyrighted materials or proprietary Department information contrary to policy;
- uploading or downloading access-restricted Department information contrary to policy or in violation of Department policy;
- sending e-mail using another's identity, an assumed name or anonymously;
- permitting a non-user to use for purposes of communicating the message of some third party individual or organization;
- any other activities designated as prohibited by Cushing Hospital.

USER RESPONSIBILITIES

The conduct of computer users who access the Internet or send e-mail containing the hospital's domain address (i.e., ___@cushinghospital.org) may be perceived as reflecting on the character and professionalism of the hospital. When engaging in such conduct, whether for personal or official purposes, employees are expected to do so in a responsible and professional manner. All users are responsible for exercising appropriate care to protect Cushing's computer systems against the introduction of viruses. When using Cushing Hospital's Internet access or electronic communications, equipment and capability, individuals must:

- use the Internet or electronic communication systems only in accordance with Cushing's policy;
- maintain the conditions of security (including safeguarding of passwords) under which they are granted access to such systems;
- check with the appropriate Information Services staff prior to downloading or accessing a file or document if the source of the file or other circumstances raises doubts about its safety.

VIOLATIONS: Violations of this policy will be determined on a case-by-case basis by the Department head or designee, with sanctions up to or including termination depending on the severity of the offense.