***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Personnel **CODE: C-14**

SUBJECT: Computer, Internet, Telephone & Email Usage Policy **EFFECTIVE:**

**COORDINATOR: Director of Human Resources**

Computers, Internet and appropriate software are provided to enhance the effectiveness of designated staff at *[Hospital Name]*. These are tools that are to be utilized in the fulfillment of the objectives and goals of [*Hospital Name*] and are not intended for personal use.

**Telephones:**

The *[Hospital Name]* telephone system is provided to employees to be used for official Hospital business. Occasionally there will be a need for an employee to use the phone system for personal business. This use must be limited to emergency needs and to short time periods. Employees who use the Hospital telephone system for personal business which is not an emergency and for short times will be subject to disciplinary action.

Cellphones are not to be used for personal use during work hours. This includes accessing the internet through the phone, making personal phone calls, or sending text messages. Personal cell phones may be used for business related purposes if necessary.

Reimbursement for cellphone cost will be approved by the Business Manager if appropriate.

The following document should be signed by each employee and placed in their file.

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*[Hospital Name]*

*Computer, Internet, & Email Agreement*

**Software**

Please be advised that the computers, software and internet are purchased and maintained by the IT department budget. This means that you are not allowed to download ANY software or install software on [*Hospital Name]* computers without consent from the IT department. You are not allowed to share or copy any software. If the computer that you utilize is your own, you must have an approved antivirus program installed and regularly updated. This information must be verified before the IT department will allow access to the hospital network.

**Internet**

The Internet is a useful tool with which to communicate, research, and locate resources. Internet access is provided with those purposes in mind and is not intended for personal activities. Utilizing the internet comes with the inherent risk of infecting not only your computer, but also the entire network with a virus which can cause failure on critical hospital equipment and result in loss of critical hospital information. For such reasons you are asked to limit Internet usage to essential work duties, and close all internet based programs when they are not being utilized.

There are number of expressly prohibited activities on the internet during work time (0700 to 12:00, 14:00 to 17:00). These activities include, but are not limited to visiting social networking sites such as Facebook or Myspace, downloading or viewing audio/visual media on sites such as Youtube, checking or viewing sports, shopping, playing online/networking games, etc.

Some internet activities are prohibited at all times. These activities include:

* Viewing, down/uploading pornographic material
* Utilizing hospital equipment and internet access for personal gain or political purposes

**USB Flash Drives**

USB flash drives are not permitted to be utilized with any hospital computer on the network. These are a primary cause of virus infection and network crashes. Any flash drive that is an exception to this rule must be scanned by the IT department each time before it is used.

**Email**

Email sent utilizing *[Hospital Name]* resources during working hours should be within the following guidelines:

* It should be professional in appearance and utilize standard sentence and grammar structures. Your email etiquette should properly represent the hospital.
* You may not download any attachments from personal emails (these often contain viruses)

**Printing**

All printing done utilizing hospital printers shall be work related documents only. Any documents printed for personal use will be charged at the same rate a photocopy costs.

**Monitoring**

Remember that your internet, email, and printer usage are not anonymous. The date, time and every website visited, print job, etc. is recorded by the server and regularly reviewed by the network administrator(s). Employees found using hospital equipment for personal activities or accessing websites of a pornographic or, that are otherwise not in agreement with high Christian ethical standards will be subject to disciplinary action.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read, understand and agree to uphold the *[Hospital Name]* Workplace Internet, Email, Software and Computer Usage Policy.

Signed,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_