

SUBJECT: INTERNET USE

EFFECTIVE
DATE: 05-21-03

APPROVED BY:

Reviewed (no changes): 03-31-05 01-20-10
11-06-07 03-24-11

Executive Director

POLICY

McIntosh Trail CSB is committed to promoting cost-effective use of the Internet as an agency resource in pursuit of its Mission.

PURPOSE:

The Internet is increasingly an important means of communication and the main source of information for most fields of professional and commercial activity. The agency's computer systems provide password-controlled access to the Internet for McIntosh Trail CSB employees. The purpose of this policy is to set out the conditions under which employees may make use of their Internet access via McIntosh Trail CSB's computer systems.

PROCEDURE

Employees should normally use McIntosh Trail CSB's computer systems to access the Internet only for agency business and for authorized educational purposes. Attachment I provides guidelines.

Limited personal use may be condoned for occasional brief transactions that can take place during authorized lunch breaks. (Access to web e-mail, access to news and weather information would normally be acceptable.) Regular use will not be permitted, and personal use should never involve the transmission of material in violation of State or Federal regulation. This includes, but is not limited to: threatening, harmful, damaging or obscene materials, and material protected by trade secret. Use of agency resources and Internet access for political lobbying, games, and personal shopping is prohibited.

Confidential information, including identifiable consumer health information, should not be transmitted over the Internet without encryption or password protection.

McIntosh Trail CSB's Information Technology Coordinator will deem what is inappropriate use, and will refer any serious violations to the Executive Director or to the Corporate Compliance Officer as he/she judges most appropriate in the circumstances.

McIntosh Trail CSB's Coordinator of information and computing systems may install and operate such filters and system monitors as he/she deems appropriate to track and prevent improper use of the system. Users should understand that records of all their computer activity, including email and web sites visited, can be recovered and inspected.

All McIntosh Trail CSB employees will be deemed to have understood and accepted the above conditions on being issued with their computer password.

Internet Use Guidelines

In accepting the installation of software to access the Internet on his/her personal computer, the employee agrees to conform to the following guidelines regarding Internet access.

1. The employee acknowledges that Internet access is being provided solely to assist in gaining access to information and materials that are related to the execution of the employee's job duties, and agrees to restrict Web activities to sites pertaining thereto.
2. The employee agrees that Internet access will not be used to generate or receive correspondence or materials that would be construed as fraudulent, illegal, harassing, obscene, indecent, profane or intimidating.
3. The employee agrees to not augment Web browser software (or any agency-provided software package) with externally generated programs or add-ons that potentially could introduce viruses into the agency's computer environment.
4. In the course of accessing and utilizing materials found on the Internet, the employee agrees to comply with any copyright or licensing laws pertaining thereto.
5. The employee agrees not to download from the Internet, and/or circulate among other agency staff, any programs or accessories not specifically authorized for use by the Information Technology (IT) Department.
6. The employee recognizes that the information on agency Internet usage is a matter of public record and that no user is assured anonymity or confidentiality regarding his or her degree of Internet usage and the specific sites visited.
7. The employee agrees to close the Web browser software and disconnect from the Internet when not actively engaged in Web research, thus reducing the usage of the agency's Internet connection.
8. The employee acknowledges that failure to comply with the above criteria may result in the removal of Internet software and other disciplinary measures deemed appropriate by the employee's supervisor including possible job termination.