

HARFORD COUNTY HEALTH DEPARTMENT POLICY

Title of Policy: Computer Network & Internet Access Policy (Internet Use Policy)	
Program Area: Information Technology	
Approved By: <i>Susan Kelly</i>	Original Effective Date: <i>10/7/13</i>
Susan Kelly, Health Officer	Revised Dates:

1.0 POLICY

The computer network is the property of Harford County Health Department (HCHD) and may only be used for legitimate business purposes. HCHD employees are provided access to the computer network to assist them in the performance of their jobs. Additionally, certain employees (“Users”) may also be provided with access to the Internet through the computer network. All Users have a responsibility to use HCHD computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability. All HCHD employees must sign the attached form acknowledging that they are read and understood this policy and procedures.

2.0 PURPOSE

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and Harford County Health Department (HCHD) is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at HCHD is governed by the following procedures.

3.0 PROCEDURES

- 3.1 The computer network is the property of HCHD (“Company”) and may only be used for legitimate business purposes. **Users are provided access to the computer network to assist them in the performance of their jobs. Additionally, certain employees (“Users”) may also be provided with access to the Internet through the computer network.**

All Users have a responsibility to use HCHD computer resources and the Internet in a professional, lawful and ethical manner.

Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

- 3.2 Without prior written permission from HCHD, the HCHD computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating

programs, etc.), political material, pornographic text or images, or any other unauthorized materials.

- 3.3 The computer network cannot be used to display, store or send (by e-mail or any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Any employee receiving such materials should notify their supervisor immediately.
- 3.4 Occasional limited appropriate personal use of the Internet is permitted if such use does not:
- interfere with the user's or any other employee's job performance;
 - have an undue effect on the computer or HCHD network's performance;
 - or violate any other policies, provisions, guidelines, or standards of this agreement or any other of HCHD.

Additionally, you may not use the computer network to display, store or send (by e-mail or any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Anyone receiving such materials should notify their supervisor immediately.

- 3.5 Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. Users may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the company.
- 3.6 Unless expressly authorized to do so, users are prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to HCHD. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal Economic Espionage laws.
- 3.7 To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the HCHD network must do so through HCHD computers only. Personal devices may not be connected to the HCHD network. Bypassing HCHD computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to the Company's network.
- 3.8 Computer resources are limited, and network bandwidth and storage capacity have finite limits, so all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of

others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

- 3.9 Files obtained from sources outside HCHD, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the HCHD computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-HCHD sources, without first scanning the material with HCHD-approved virus checking software. If users suspect that a virus has been introduced into the HCHD network, HCHD Information Technology should be notified immediately.
- 3.10 Employees are given computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using the HCHD computer equipment. The computer network is the property of HCHD and may be used only for HCHD purposes.
- 3.11 Users expressly waive any right of privacy in anything they create, store, send or receive using the company's computer equipment or Internet access. Users consent to allow HCHD personnel access to and review of all materials created, stored, sent or received by User through any HCHD network or Internet connection.
- 3.12 HCHD Information Technology has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.
- 3.13 HCHD Information Technology has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.
- 3.14 All HCHD employees must sign the attached **Acknowledgement of Understanding of the Harford County Health Department Computer Network and Internet Access Policy** prior to being given access to the HCHD computer network.

HARFORD COUNTY HEALTH DEPARTMENT

Acknowledgement of Understanding of the Harford County Health Department Computer Network and Internet Access Policy

I have read and agree to comply with the terms of this policy governing the use of Harford county Health Department's computer network. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties.

Signature

Date

Printed name

July 26, 2013