PRINCIPLE: To establish principles and practices regarding World Wide Web (WWW) Internet access by HSS employees, consultants and contractors (HSS Users).

POLICY/PROCEDURES:

I. Definitions:
   A. HSS Users: HSS employees and/or consultants and contractors
   B. Internet Access: HSS Users’ access to the World Wide Web (WWW), via the HSS network, or clients’ internet access using desktop browser applications.

II. Philosophy and Intent:
   A. Provide Internet access to HSS Users in order to meet legitimate mission and business needs of the organization.
   B. Comply with federal, state and local regulations related to Internet use.
   C. Maintain the stability of the HSS network and the security of confidential information within the HSS system.
   D. Ensure a safe, productive, worker-friendly environment.

III. Practice:
   A. HSS Internet Access shall only be used in a manner consistent with the mission, business and administrative objectives of HSS. All activities inconsistent with these objectives are considered to be inappropriate, may jeopardize continued access and may result in corrective/disciplinary actions.
   B. HSS reserves the right to examine and monitor any user’s history of access, stored information and/or communication resulting from such access at any time.
   C. Approved HSS Internet Access will only occur through the HSS Network, using browser software approved and installed by HSS Network Services. At no time should HSS Users
bypass HSS monitoring devices or firewalls. Unless otherwise approved, modems, voice or other data lines should not be used to connect the HSS Network to the Internet.

D. Please remember: Communication via the Internet is not secure. Nobody “runs” the Internet. Once information leaves our link to the Internet, we can’t control it. We can’t even trace it.

IV. Obtaining and Maintaining Access:
A. HSS Internet Access will be provided through individual accounts on an approved basis only.

B. To open an account, HSS Users must submit a request to HSS IT Support Services. HSS Users should specify the business reason for access. All requests require approval by department managers.

C. All requests will be reviewed, approved and/or denied by the Division Director and/or the Director of IT.

D. Before an account is opened, HSS Users must sign a HSS Internet Access Use Agreement. This agreement will be kept by the Human Resource Department and must be renewed on a yearly basis.

E. Initial hardware and software configuration must be performed by HSS IT Department.

F. HSS IT Department will monitor all accounts for appropriate use. Reports generated from such monitoring will be presented to the Division Director and forwarded to the Human Resource Department when appropriate.

V. Responsibility:
A. HSS Users with HSS Internet Access shall be responsible for maintaining professional standards of communication with the knowledge that they are acting as representatives of HSS.

B. All files downloaded from the Internet must first be scanned before opening with virus detection software. All appropriate precautions should be taken to detect a virus and if necessary, to prevent its spread.

C. Any account holder who, without authorization, accesses, uses, destroys, alters, prevents rightful access to or otherwise interferes with the integrity of computer-based information has engaged in unethical and unacceptable conduct. He/she is therefore open to forfeiture of their HSS Internet Access account and/or disciplinary action by HSS and/or appropriate legal authorities.

D. It is the responsibility of all HSS Users to report receipt and/or viewing of unacceptable material (as defined below) to their manager who will report it to the IT Department. All such files should then be immediately deleted.
VI. Acceptable Use:
As a condition of providing Internet access to HSS Users, HSS places certain restrictions on workplace use of the Internet. HSS encourages the following examples of use of HSS Internet Access:
A. Communication with fellow employees, colleagues and clients regarding matters within an employee's assigned duties.
B. Acquiring information related to, or designed to facilitate the performance of regular assigned duties.
C. Facilitating the performance of any task or project in a manner approved by an employee's supervisor.

VII. Unacceptable Use:
A. It is not acceptable to use HSS Internet Access for any purposes which violate any applicable laws or regulations.
B. HSS Internet Access should not be used for entertainment or routine personal/social interaction.
C. It is a breach of patient confidentiality and employee responsibility to obtain or disseminate confidential patient information, not in line with job responsibility.
D. Dissemination or printing of copyrighted materials (including articles and software) may be in violation of copyright laws.
E. Viewing, sending, receiving, printing or otherwise disseminating proprietary data or trade secrets may be in violation of preexisting agreements.
F. The following activities are expressly against this principle and may subject the violator to disciplinary action:
   1. Transmission of offensive or harassing statements or language including disparagement of others based on race, national origin, sex, sexual orientation, age, disability, religious or political belief.
   2. Sending or soliciting sexually oriented messages or images.
   3. Operating a business, usurping business opportunities or soliciting money for personal gain.
   4. Sending chain letters, gambling or engaging in any other activity in violation of local, state or federal law.

VIII. Disciplinary Action:
Appropriate disciplinary action for violation of the HSS Internet Access Policy may include any of the disciplinary actions provided under HSS principles or practices, and policies.
HSS INTERNET ACCESS USE AGREEMENT

Print Name: (Last, First, MI)  Department  Date

As an HSS Internet Access account holder, I have reviewed and agree to comply with the attached Internet Access Policy.

I understand that my authorization and use of HSS Internet Access is permissive, routinely monitored and may be revoked at any time.

I further understand that disciplinary and other actions, up to and including discharge, may be taken for my violation of these responsibilities.

Employee Signature  Date