

Internet Use

Supersedes:

Effective: 07-98

PURPOSE

To ensure that the Internet, where available to employees of the Boston Public Health Commission, is primarily used to accomplish business related tasks.

POLICY

The Internet is to be used primarily for business purposes. Any use of the BPHC Internet, to access for personal gain or to access material which is offensive, obscene or otherwise in violation of this policy is strictly prohibited.

PROCEDURE

A. DEFINITIONS

1. *Employees* are defined as all full-time and part-time, permanent and temporary personnel including contractors, students, consultants and vendors.
2. *Internet access* includes viewing Web sites, sending and receiving electronic mail, transmitting or receiving files, and running Internet applications (e.g., games, catalogs) via the BPHC provided network.

B. ALLOWED USAGE GUIDELINES

1. Internet access is provided as a tool to assist employees communicate and gather information to achieve public health objectives. It is understood that employees may spend a small portion of time on-line for personal (i.e. non-business) use, but that this should only occur during non-work hours. After business hours, employees may use BPHC provided Internet access for personal use, subject to the use guidelines noted below. The company has the right to monitor and otherwise control access to the Internet from the administrative telecommunications and computing network.
2. Employees may not use their Internet access for any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Nor may such access be used for any purpose which is illegal or against BPHC policy or contrary to the BPHC's best interest.
3. Solicitation of non-BPHC business or any use of the Internet for personal gain is prohibited.

C. FILE TRANSFERS

1. To prevent computer viruses from being transmitted through the company's e-mail/Internet system, there will be no unauthorized downloading of any unauthorized software.
2. All employees shall quarantine and scan a transferred file for viruses.

D. INTELLECTUAL PROPERTY RIGHTS

1. Employees may not disclose any confidential or proprietary BPHC information by any means, including electronic mail or otherwise over the Internet. Employees should assume all communications may be accessed by unauthorized sources.
2. Any BPHC documents transferred via the Internet must clearly indicate the BPHC as holder of the copyright. Employees must respect all copyrights of material obtained over the Internet.
3. Any issues on Intellectual Property Rights should be reviewed by the BPHC General Counsel's Office.

E. WEB SITE STANDARDS

All design and development of the BPHC Web site will be done by our Web team, headed by (TBA), and with the approval of senior management. Employees may only use ITG-approved software for developing Web content.

F. PERSONAL INTERNET ACCOUNTS

Employees shall not use BPC equipment to access their personal (i.e., not Commission provided) Internet account or other on-line service. Doing so raises the risks of inadvertently importing a computer virus or otherwise compromising the integrity of system security.

G. VIOLATIONS

Any violations of this policy will be subject to restriction or loss of Internet access and other corrective action up to and including termination. The BPHC also has the right to notify the appropriate authorities if it discovers evidence of any possibly illegal activities.

Reference

Boston Public Health Commission Policy and Procedure Manual #300-13