PURPOSE:

To ensure all employees understand their responsibilities and expectations for usage of computers, telephones and other Hospital equipment.

DEFINITION:

To define the appropriate usage of computers, telephones, and other hospital equipment by employees.

POLICY:

The Hospital’s computer systems, office telephones, voice mail system, e-mail system, modems, facsimile machines, duplicating machines, and other technical resources, are provided for use in the pursuit of Hospital business and are to be used only for that purpose, except as provided herein. Computer data, voice mail and e-mail are the property of Union Hospital and may be subject to search, review and retrieval by the Hospital, for any reason, with or without notice.

PROCEDURE:

Hospital communication equipment is to be used for business purposes only. It should not be used for any personal or outside announcement, promotion, publication, solicitation, or other notification to Hospital and Hospital-affiliated parties or individuals unless specifically authorized by the Human Resources Department.

Employees may be permitted to use the Hospital’s equipment for occasional, non-Hospital purposes, with permission from their direct supervisors. Nevertheless, employees have no right
of privacy in any information or file maintained in or on Hospital property or transmitted or stored through the Hospital’s computer systems, voice mail, e-mail, or other technical resources. For purposes of inspecting, investigating, or searching an employee’s computerized files, audit of access, or transmissions, voice mail, or e-mail, the Hospital may override any applicable passwords or codes. All requests for review of these files must be presented to Human Resources with final approval through the VP of Human Resources. All bills and other documentation related to the use of Hospital equipment or property are the property of the Hospital and may be reviewed and used for purposes that the Hospital considers appropriate.

Messages stored and/or transmitted by voice mail, e-mail, telephone systems, and computer systems may not contain content that may reasonably be considered offensive or disruptive. Offensive content would include, but would not be limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments or images that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin, or disability. Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to another employee’s e-mail messages.

Internet use should be for communicating to fellow coworkers or clients regarding work related duties, to acquire information related to or facilitate in any assigned duties and to facilitate in a project/research approved by employee’s manager. The internet should not be used for game playing, dissemination or printing copyrighted materials in violation of copyright laws, job search for opportunities outside of Union Hospital, gambling activities or engaging in any other activity in violation of the laws.

Employees should keep in mind that when accessing social networking sites from facilities other than at the hospital, material posted on blogs or websites (i.e. Facebook, MySpace, Twitter, etc) may be viewed by anyone with internet access, employees are prohibited from posting offensive or personal messages which identify the hospital.

Employees who violate this policy may be subject to disciplinary action, up to and including termination.