SAULT AREA HOSPITAL
HÔPITAL DE SAULT-SAINTE-MARIE

Administrative Policy

Sault Area Hospital

SUBJECT: **INTERNET ACCESS**
APPLIES TO: All Staff and Physicians
AUTHORIZED BY: Chief Financial Officer
CATEGORY: Information Technology

NUMBER: 7.3
NEW/REVISED: Revised
REPLACES: Mar 2019
APPROVAL DATE: Sept 2022

POLICY

Although internet access is now deemed a utility it is a limited resource that must be appropriately managed. Access to the Internet will be granted for the purposes of patient information research, service improvement research, ongoing training/education and when the position requires access to information on the Internet. **The Information Technology (IT) Department will be responsible for maintaining the integrity of the system.**

Internet Access Requests

- Managers must authorize and submit a "Network Access Request" form to IT.
- Physicians must have hospital privileges to be eligible for Internet access.
- Special requests for visitors such as vendors or guest giving presentations can be provided with approval from the IT department and will have specific start and end dates

Accountability

- Each user is responsible for proper conduct on the Internet. Use of the internet for personal reasons is only permitted during breaks and is not to be used in public or patient areas.

Security

- Users must never allow others to use their password.
- Users must immediately notify the IT service desk if a mobile device is lost.
- When working remotely users must make every effort to ensure, the information they are viewing is out of the public purview.

Conduct

1. Specific inappropriate conduct on e-mail includes, but is not limited to:

a) Discussing any issues around risk management items such as an occurrence involving a patient.
b) Breach of confidentiality.
c) Misrepresenting the organization. If an employee wishes to express a personal opinion while not officially representing the Sault Area Hospital, they must add a disclaimer such as the "the opinions expressed here are my own and do not necessarily represent those of Sault Area Hospital".
d) Sending E-mail that could be considered as harassment or libelous.
e) Subscribing to news groups.

2. Specific inappropriate conduct on Internet includes, but is not limited to:

   a) Use of Internet for any unlawful activities
   b) Breach of confidentiality
   c) Impersonating other individuals
   d) Destruction or alteration of data or information belonging to others
   e) Activities that interfere with the ability of other users to effectively use the network (i.e. needless wasting of computing power or bandwidth such as streaming audio or video for personal use.)
   f) Creating, using or distributing virus programs or programs that attempt to explore or exploit network security and/or other technological vulnerabilities
   g) Attempting to capture or crack passwords or break encryption codes
   h) Violations of intellectual property laws such as copyrights.

Monitoring

- Internet use may be monitored and sites deemed inappropriate may have their access blocked.
- The IT department is responsible for the integrity of the system for internet access.
- Violation of the policy will result in discipline up to and including the termination of employment at SAH.

RELATED POLICIES

- Confidentiality
- Privacy
- Electronic Monitoring of Employees

RELATED FORMS

- Network Access Request