



POLICY TITLE	Internet and Email Policy
PURPOSE	The purpose of this policy is to outline the responsibilities associated with internet and email access through the Sunset Country Family Health Team (SCFHT) computer system.
REFERENCE	

Approved by:
Date:
Reviewed/Revised:

INTRODUCTION

Internet access and electronic communications services are provided and maintained by the SCFHT for the use of employees, as required, in the performance and fulfillment of job responsibilities. Any connection to the Internet offers an opportunity for non-authorized access to confidential corporate information, and it is therefore important that all connections be secure, controlled, and monitored. The email system and services, as well as all correspondence conducted on the email system are the property of the SCFHT. In order to ensure compliance with copyright law, privacy legislation, and to protect the SCFHT's information systems from damage, information passing through or stored on SCFHT equipment can and will be monitored. Users should also understand that the SCFHT maintains the right to monitor and review Internet use and e-mail communications sent or received by users as necessary. To this end, users should have no expectation of privacy while using SCFHT-owned or SCFHT-leased equipment.

SCOPE

This policy applies to all SCFHT employees with access to the internet and/or an email account on the SCFHT IT system.

POLICY

Permitted use

The Internet connection and e-mail system is primarily for business use. Occasional and reasonable personal use is permitted, provided that this does not interfere with the performance of work duties and responsibilities. Email is not a secure or private method of communication; employees should treat all correspondence as public and ensure that communications are professional and business-like.

Users may send and receive e-mail attachments that do not exceed 5 MB in size.

Users may send and receive short text messages with no enclosures for non-business purposes. The SCFHT requests that the personal e-mail not be read in the office and that any



personal e-mail you receive be forwarded to a non-business account to be viewed at your leisure.

Prohibited uses

It is prohibited to send any message, or image which violates SCFHT policy concerning sexual or other forms of harassment. Users shall not use Internet or e-mail services to view, download, save, receive, or send material related to or including:

- i. Offensive content of any kind, including pornographic material.
- ii. Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
- iii. Threatening or violent behavior.
- iv. Illegal activities.
- v. Commercial messages.
- vi. Messages of a religious, political, or racial nature.
- vii. Gambling.
- viii. Personal financial gain.
- ix. Forwarding e-mail chain letters.
- x. Spamming email accounts from SCFHT e-mail services or SCFHT machines.
- xi. Material protected under copyright laws.
- xii. Dispersing corporate data to patients, customers or clients without authorization.
- xiii. Opening files received from the Internet without performing a virus scan.
- xiv. Tampering with your email account in order to misrepresent yourself and the SCFHT to others.

Prohibited downloads

ANY program not supplied by SCFHT

ANY system utilities

ANY Microsoft Internet Explorer plug in

ANY Microsoft Exchange plug in

Responsibilities

Access to email services is a privilege that may be withdrawn for violation of SCFHT policy.

Internet and e-mail users are responsible for:

- i. All users that have been assigned an email address are responsible for checking their email a minimum of once a day while on duty.
- ii. Honoring acceptable use policies of networks accessed through the SCFHT Internet and e-mail services.
- iii. Abiding by existing federal, provincial, and local telecommunications and networking laws and regulations.



- iv. Following copyright laws regarding protected commercial software or intellectual property.
- v. Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of SCFHT network resources.
- vi. Not overloading networks with excessive data or wasting other technical resources.

Your signature indicates that you have read and understand the SCFHT Internet and e-mail use policy. Your signature does not mean that you agree with each and every provision of the policy. However, it does indicate that you will abide by the regulations set forth in the above policy.

Printed Name: _____

Position: _____

Signature: _____

Date: _____
