

CATEGORY:	INFORMATION TECHNOLOGY
SUB-CATEGORY:	APPROPRIATE TECHNOLOGY USE
GROUP:	
DISTRIBUTION:	ALL STAFF
TITLE:	INTERNET – ACCEPTABLE USE

PURPOSE

The goals of this policy are to outline appropriate and inappropriate uses of Western Health's Internet resources.

POLICY

Individuals at Western Health are encouraged to use the Internet to further the goals and objectives of Western Health. The types of activities that are encouraged include:

1. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities; and
2. Participating in educational or professional development activities.

Inappropriate Use

Individual Internet use must not interfere with others' productive use of Internet resources. Users must not violate the network policies of any network accessed through their account. Internet use at Western Health must comply with all Federal and Provincial laws, all Western Health policies, and all Western Health contracts. This includes, but is not limited to, the following:

- Engaging in illegal activities.
- Harassing, insulting, or maligning any person or group
- Receiving or distributing materials that might be seen as obscene or degrading
- Misrepresenting the truth by knowingly spreading misinformation or posing as someone else.
- Pursuing any private commercial purpose.
- Promoting non-work-related causes such as political parties or religious

organizations.

- Soliciting for donations or any other fundraising activities.
- Sending chain letters.
- Sending non-work-related messages to large audiences.
- Engaging in any activity that is in clear conflict with the interests of Western Health or that is in violation with any of the organization's policies.
- Excessive personal use of Western Health internet resources. Western Health allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources.

Monitoring and Confidentiality

Western Health employs monitoring and filtering software that prevents employees from accessing certain categories of sites and limits access to others. All internet activity is recorded by this software.

Western Health reserves the right to monitor the use of the organization's internet resources for the following reasons, should they arise:

1. To investigate network performance issues. In this case, the nature and volume of all network traffic may be monitored to identify the cause of network slowdowns or failures. Any instances of inappropriate use discovered in this process will be noted and dealt with accordingly.
2. To confirm or dispel suspicions of excessive personal use or inappropriate use on the part of an individual or group. Monitoring, in this instance, will only be carried out with approval from Senior Management.
3. In the event of an inquiry, investigation, or access to information request where the required legal authority exists.

Reporting Misuse

Any allegations of misuse must be promptly reported to the Regional Director, Information Management.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Western Health. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use on Western Health's internet resources and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of internet access;

2. Disciplinary action according to applicable Western Health policies;
3. Termination of employment; and/or
4. Legal action according to applicable laws and contractual agreements.

Monitoring and Filtering

Western Health may monitor any Internet activity occurring on Western Health equipment or accounts. Western Health employs filtering software to limit access to sites on the Internet. If Western Health discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

TO BE COMPLETED BY QUALITY MANAGEMENT & RESEARCH STAFF ONLY

Approved By: Chief Executive Officer	Maintained By: Regional Director – Information Management
Effective Date: 07/June/2012	<input type="checkbox"/> Reviewed: <input type="checkbox"/> Revised: <i>(Date of most recent changes to the policy)</i>
Review Date: 07/June/2015	<input type="checkbox"/> Replaces: <i>(Indicates name and number of policy being replaced)</i> OR <input checked="" type="checkbox"/> New