



March 17, 2015

TO: SCVHHS Executive Management Group

FROM: René G. Santiago
Director, SCVHHS



**Central Services
Policies
and
Procedures**

SUBJECT: Internet Use

REFERENCE: HHS #512.5 Electronic Mail (E-mail)
HHS #585.17 Safeguarding Protected Health Information
HHS #585.2 Workforce General Obligations Regarding Use & Disclosures of Protected Health Information
Santa Clara County Ordinance Code A25-300, Article 11 Disciplinary Actions
County IT Security Policy 3.0 General Security Policies
County IT Security Policy 5.0 Internet Use
County IT Security Policy 6.0 E-mail
County IT Security Policy 15.0 Data Classification

PURPOSE:

The Internet is an established source of information for Santa Clara Valley Health & Hospital System (SCVHHS) Users. Many SCVHHS Users are provided access to the Internet to assist in the performance of their work. However, the diversity of information available on the Internet brings with it the potential for abuse. This policy is intended to ensure that all SCVHHS Users know their rights and responsibilities in using the Internet, and to ensure appropriate, cost effective and efficient use of SCVHHS Internet access capabilities.

POLICY:

I. Appropriate Use of the Internet and Sanctions

Internet access is provided as a business tool strictly to conduct official County Business, refer to County IS Security Policy 5.0 Internet Use.

Users may not download, install or run software on their computer without written Information Services (IS) approval.

Policy violations can result in temporary or permanent loss of computing and/or network privileges and/or Federal or State legal prosecution. Appropriate disciplinary action, up to and including termination, may be taken in conformance with applicable Santa Clara County Ordinance Codes.

Transmitting any electronic communication over the Internet that contains Confidential or Restricted information is prohibited, except under the conditions specified in the policy regarding Data Classification (County IT Security Policy 15.0).

II. Access to Usage Records

An audit authority designated by a department head may monitor usage of the Internet by department employees, including reviewing a list of sites accessed by an employee. Users should have no expectation of privacy in their usage of the Internet.

All SCVHHS internet usage is logged by IS.

Internet usage may be monitored by IS at the User or PC level.

III. Internet Downloads

Downloading software from the Internet is prohibited.

Participation in interactive Internet games is prohibited.

IV. Internet Filtering and Blocking

Users may be required to authenticate via Proxy Services to ensure compliance with unique name and password policy 4.0 Local User Logon and Authentication.

Specific communication protocols or firewall ports may be blocked by the County or by SCVHHS IS for security purposes.

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