

**COPLEY MEMORIAL HOSPITAL
POLICY/PROCEDURE**

TITLE: Personal Electronic Devices

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NEXT REVIEW DATE: 5/1/2018

PURPOSE

To provide guidelines on the use of personal electronic devices by employees while on CMH premises.

PROCEDURE/GUIDELINE

- A. All CMH employees are strongly discouraged from bringing valuable electronic devices to work. These include, but are not limited to: Blackberry devices, personal computers/laptops, printers, scanners, modems, cell phones, iPods, iPads, cameras, pagers, smart phones, etc.
- B. If a device is stolen or damaged, CMH will not be held responsible for any loss.
- C. Employees may not use personal electronic devices during work time unless it is work related and approved by their manager/director.
 - All HIPPA rules apply when using personal electronic devices for work related issues
 - If staff choose to use their personal electronic devices for work related issues, it is done at their own expense
- D. Employees may only use personal electronic devices when on a break or meal period and may only use them in a unit break area, Jazzman's or the cafeteria.
- E. Employees are not to use personal electronic devices in any work area, patient/visitor lounge area or hallway.