

# Copley Memorial Hospital

## Policy & Procedure

**Title:** Electronic Information & Communications

**Author:** Kristie Starzyk

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### Purpose

To provide guidelines on the proper use of Electronic Information and communications by employees.

### Policy

The Copley Memorial Hospital (CMH) Information Services department (IS) provides electronic communications in support of the mission of CMH, and the administrative functions that support this mission. All computer networks, business and telephone equipment and other electronic communication systems are the property of CMH. Additionally, all information contained, composed, sent or received on electronic communication systems are and remain the property of CMH. The use of electronic information and communication systems is reserved solely for the conduct of business at CMH and may not be used for personal business.

- A. All employees are provided with an email account.
- B. Personal computers are provided in work areas for the purpose of accessing email and other work-related information on the medical center website.
- C. Email can be accessed on CMH computers or at <https://inotesweb.rushcopley.com>.
- D. Employees are expected to read email on a consistent basis while on duty during the normal course of work.
- E. Reading email at home is a personal and optional decision, and employees will not be compensated for time spent reading email while at home.
- F. Employees are not to punch in Kronos Timekeeping for the purpose of reading emails.
- G. Messages should be sent only to the people affected or interested.
- H. Broadcast messages to groups must be of business interest to the parties addressed.
- I. Email must follow the confidentiality policy as printed with each email.
- J. CMH electronic communications may not be used for non-job-related solicitations.
- K. Email users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of CMH or any unit unless appropriately authorized to do so.
- L. Email shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference with others' use of email or email systems. Such uses

include, but are not limited to, the use of email to: (i) send or forward chain letters; (ii) "spam", that is, to exploit list-servers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited email; and (iii) "letter-bomb", that is, to resend the same email repeatedly to one or more recipients to interfere with the recipient's use of email.

- M. CMH reserves the right to monitor, review, inspect and access all employees Internet, email and other electronic communication device activities to determine that the usage is related to the business of CMH and otherwise complies with all policies, practices, and procedures, including policies prohibiting harassment and discrimination. CMH also monitors such activities to ensure the protection of confidential and proprietary information and ensure that users do not exceed authorized access. Employees should expect that CMH is monitoring or auditing all such communications at all times.
- N. Employees shall have no expectation of privacy for any communications created on or transmitted through CMH's computer systems and electronic communication devices or through communications where a personal computer or electronic communication device is linked to an CMH-provided address. The use of a password does not ensure employee privacy and confidentiality of any communication.
- O. Accessing inappropriate Internet websites is prohibited. Internet sites visited, usage and amount of time spent on-line is subject to monitoring at the sole discretion of CMH.
- P. Employees should notify their immediate supervisor or the Human Resources department upon learning of violations of this policy. Employees who violate this policy are subject to disciplinary action up to and including termination of employment.