

## ADMINISTRATIVE POLICY AND PROCEDURE

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**Subject:** INTERNET USE FOR EMPLOYEES

**Policy No.:** A329

Supersedes: December 3, 2015

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### **PURPOSE:**

Internet access is intended primarily for information and research. Online resources contain valuable information and may not be used for illegal, unauthorized, unethical, or personal purposes.

### **POLICY:**

Each employee will be responsible for adhering to all Internet procedures outlined below.

### **PROCEDURES:**

#### **A. ACCOUNT USE AND PASSWORDS**

1. **Authorized User:** Accounts with internet access may be used only by the workforce member granted the privilege.
2. **Work-Related Use:** The use shall be consistent with the goals of Rancho Los Amigos National Rehabilitation Center. The Internet can be utilized for County-related activities; access for personal use is prohibited. Users are responsible for all communication under their internet account and have the responsibility to make only contact with outside entities regarding legitimate, business-related purposes.
3. **Passwords:** Passwords must be protected by those individuals to whom they have been issued and are considered confidential. Passwords are created to ensure that only those with a business need can access systems. When leaving the work area for any reason, account holders must log off their internet session and workstation accounts to prevent unauthorized access.

#### **B. GENERAL CONTROLS:**

1. **Privacy:** Participants shall respect the privacy of other users. Users shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users or represent themselves as another user.
2. **Copy Right and Licensing Rights:** Users shall respect copyright laws and agreements about material entered and obtained via the system. Users shall make proper citations and not plagiarize any sources.
3. **Unauthorized Access:** Unauthorized access to the Rancho Los Amigos National Rehabilitation Center information systems, Internet, Intranet, or other networked computers is prohibited.

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4. **Downloading:** Downloading of any program (executable) files must be cleared with Information Management Services (IMS) in advance. This avoids license compliance, virus contamination, or compatibility issues with existing hardware and software.

To obtain an executable file from the internet, submit a services request with the Enterprise Help Desk with the URL for the website you want to download and the file name. IMS will review the download request to determine if a similar and already licensed to RLANRC version of this software that can perform the same function is already available to use and will be provided to the requestor. Otherwise, IMS will perform the download, ensure the software is free of any malware, then will make it available to the requestor.

5. **Monitoring:** All data access downloads and communication via the internet are monitored and recorded.

#### C. **CONSEQUENCES OF POLICY VIOLATIONS:**

1. **Violations:** workforce members who do not comply with the Rancho Los Amigos National Rehabilitation Center Internet Use For Employees Policy may lose internet privileges. Repeated or severe infractions of the Policy may result in permanent termination of access privileges, and subject to disciplinary actions up to and including discharge from County service and criminal prosecution.
2. **Unauthorized Use:** Unauthorized use of the internet or network, intentional deletion of or damage to files and data belonging to other users, or copyright violations may be termed theft as defined under Rancho Los Amigos National Rehabilitation Center Administrative Policy A300-Computer Security & Guidelines.

#### **REFERENCES:**

IMS Policy No. 205 - Computer Security

Administrative Policy A300 - Computer Security and Protected Health Information (PHI) Guidelines