
INTERNET USAGE

Overview

Purpose

This document outlines policy and acceptable usage guidelines for Internet access from the ADHB Computer network.

Scope

The policy applies to all employees and contractors ADHB, who have computer resources available to them and which are owned by ADHB.

Associated Documents

The table below indicates other documents associated with this policy.

Type	Document Titles
Board Policies	<ul style="list-style-type: none">Computer Software LicensingElectronic Mail
Service Level Agreement	<ul style="list-style-type: none">SLA Amendment - Internet Access

Background

Previous Internet access was via stand-alone PC's with a modem and connection through telephone line and ISP. Due to the growth of Internet based resources and economies of scale, Internet access has been routed through the ADHB Computer Network.

The service will allow authorised users connection to the Internet from a PC connected to the ADHB computer network, which is protected by Proxy, firewall and anti-virus servers and software.

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Internet Access

**Internet Access
Required Through
ADHB Network**

All desktop PC's or laptops requiring access to the Internet must go through the ADHB Computer network, which has Proxy and Firewall technology. This is to protect the ADHB computer network and information contained within it.

**All Internet Users
Must Gain
Authorisation**

All users of the Internet resource at ADHB must complete the Internet application form and have that form authorized by respective General Manager.

The Internet Access request form outlines the restrictions and the guidelines from this policy.

**PC's & Laptops
with Modems**

Existing stand-alone PC's and laptops with modems for Internet access should convert the PC to access the Internet from the ADHB Network.

No PC or laptop shall have a modem connected to the Internet at the same time the PC is connected to the ADHB Computer Network.

Access to the Internet via modem is acceptable when the user is accessing from a remote location that is not connected to the ADHB Computer Network e.g. Home, hotel or remote ADHB office.

**Generic Login
Accounts**

Access to the Internet will be controlled by means of the NT Login account. It is preferred that each computer user has its own login ID. The login ID will then determine the access privileges for that client or role. Generic login accounts in general, are a security risk to the company. In regard to Internet access, only under special circumstances and with the express knowledge of the General Manager of the hospital or Service is one granted.

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Internet Access, Continued

**User responsibility
for Security of NT
Login Account**

Each user is allocated a Windows NT Domain login account, which has a password that expires every 45 days. It is the responsibility of the user to not give out their login ID to other users and to regularly change the password.

**Disconnection or
Suspension of
Internet Access**

Information Services reserves the right to suspend services when necessary to maintain the network. Information Services may, in the case of flagrantly irresponsible use of the Internet, suspend privileges.

Information Services monitors Internet usage traffic and will from time to time publish lists of top ten sites visited, top ten users or traffic statistics.

Information Services reserves the right to advise any user, or user's manager, of high traffic usage or usage that may contravene the unacceptable use guidelines within this policy.

Apparent or alleged violations of these guidelines will be investigated and documented by Information Services. You are expected to co operate with investigations by Information Services staff both with technical problems or possible unauthorised or irresponsible use as defined in these guidelines. Cases of apparent abuse will be referred to the appropriate area responsible for any further investigation and may be subject to ADHB's disciplinary procedures.

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Guidelines

Purpose

The following sections outline: Acceptable Use, Private Use and Unacceptable Use.

Scope

ADHB's link to the Internet is intended to support clinical care, teaching, learning and research activities by ADHB staff. In general Internet access is a Business tool.

Acceptable Use

- Communication and collaboration with educators, students and researchers involved in education or research.
 - Communication for clinical care, professional development, to maintain currency, or to debate issues in a field or sub-field of knowledge.
 - Administrative communications or activities in direct support of research and education.
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Private Use

ADHB Management recognizes that staff with access to the Internet from the ADHB network will use the resource for private use.

While incidental use is acceptable, excessive use of the resource under the guidelines of Unacceptable use could be treated as a disciplinary matter.

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Guidelines, Continued

Unacceptable Uses Include

- Browsing the Internet for any period of time as to distract the user from duties they were employed for.
 - Downloading of files including – movie, music, software, image files and live radio stations for personal use that are not work related.
 - Accessing Web sites that contain pornographic, objectionable or illegal material.
 - Advertising of any kind except:
 - Announcements of new products or services for use in clinical care, research or education, which have been explicitly approved by your Web Publisher.
 - Within those mailing lists and news groups which explicitly allow advertising.
 - Private or personal business, except for occasional email messages
 - Accessing Internet email based accounts for non-business related purposes
 - Use for private for-profit activities.
 - Any use which invades the privacy of other users; for example, intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to users, or representing oneself as another user unless explicitly authorised to do so by that user.
 - Use for recreational games.
 - Damaging or altering the software components of a computer or computing system.
 - Any use which interferes with the integrity of the ADHB computer system or wider networks, such as:
 - Developing programs that harass users.
 - Infiltrating a computer or computing system.
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