**POLICY:** Internet, Acceptable Use in Emergency Department Clinical Areas

**PURPOSE:** The purpose of this policy is to define and communicate guidelines for acceptable and unacceptable usage for both business and personal Internet use for Emergency Department (ED) faculty and staff within the clinical areas of the ED.

**POLICY STATEMENT**
The Internet service and equipment are the property of the University of Michigan (UM) and the University of Michigan Health System (UMHS). This service is provided to enhance communication and facilitate organizational operations. It shall be the policy of the ED that all employees demonstrate appropriate and responsible use of the Internet. Every ED faculty and staff member has the responsibility to use the Internet in a professional and productive manner that will benefit the organization.

**DEFINITIONS**

**Internet:** For the purposes of this guideline, "Internet" refers to all forms of electronic communication, including public Internet, UM internal web-pages, and UM supported e-mail applications.

**Acceptable Usage:** Internet transmittal, retrieval and/or storage that enhances patient care and/or the operations of the ED/UMHS.

**Unacceptable Usage:** Internet transmittal, retrieval and/or storage that diminishes employee productivity, interferes with organizational operations, compromises the reputation of the organization, and/or places the organization at risk for liability.

**Clinical Areas:** The clinical areas of the ED include Main ED, MEDPATH, Children’s Emergency Service, West Wing, MECA, Triage, Check-in, South Hall, Waiting Rooms and all associated on duty staff work areas.

**STANDARDS**

A. **Acceptable Internet Usage:**
   - The Internet will be used for UMHS business.
   - Two workstations will be maintained in the ED staff lounge with full internet access. ED staff may access the Internet on these workstations for personal use during non-paid work time only (lunch periods or before/after work). The workstation must be made available if required for business use.
STANDARDS (continued)

B. Unacceptable Internet Usage:
   - Workstations located within the ED clinical area may not be used to access the Internet for personal use at any time.
   - The Internet will not be used for purposes that are illegal or contrary to the organization's best interests.
   - The Internet will not be used for solicitation of non-company business or any business that results in non-company personal gain.
   - The Internet will not be accessed for personal use on staff lounge workstations when the equipment is required for business use.
   - It is unacceptable to transmit, retrieve or store any communications which are of a discriminatory or harassing nature.
   - Personal music or video files may not be downloaded and saved in department shared (S).
   - Due to space constraints personal photos not required for work may not be stored in department shared (S), or Groupwise mailboxes.
   - Staff should be sensitive to how others around them will feel or react to what they are viewing on the computer.

C. Copyrighted materials belonging to entities other than the UM or UMHS may not be transmitted by employees on the Internet system. All employees obtaining access to other companies' or individuals' written materials must respect copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy reference only.

D. Each employee is responsible for their Internet transactions, whether they have transmitted or retrieved the information. Internet usage is traceable to and can impact the liability and integrity of UMHS.

E. Incidents of unacceptable Internet usage will be reviewed on a case by case basis and are subject to disciplinary action up to and including discharge.

REFERENCES:

SPG Policy 601.7 "Proper Use of Information Resources, Information Technology, and Networks at the University of Michigan"

SPG 601.11 "Privacy and the Need to Monitor and Access Records"

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