



INTERNET ACCESS POLICY

STATEMENT

The Health Service Executive Southern Area is committed to providing its staff with state of the art Information and Communication Technologies (I.C.T.s). It enables them to perform their duties as efficiently and effectively as possible. The Internet is one aspect of these technologies. The Internet is a very challenging and valuable resource for accessing information across a broad range of topics. However, because of perceived anonymity and global dimensions it can provide access to information and services that would not be available through any other medium. The Health Service Executive Southern Area wishes to promote the safe and effective use of the Internet and to ensure that access is provided to support staff in their designated role within the Board and for this purpose solely.

Authorisation

Internet access must be authorised on a named individual basis, in the same way as access to any of the Health Service Executive Southern Area's systems is authorised. The senior staff responsible for each service location, specifically, the SET, Heads of Function, Hospital Managers and Community Care Managers are the people responsible for authorising access for staff in their respective areas of responsibility and for ensuring each staff member is aware of the Board's policy in relation to the use of the Internet.

Application forms may be had from the Management Services Department, and appropriately completed forms should be submitted to the Systems Management Group in the Management Services Department.

Access

As stated above, access is on a named individual basis, and access to the Internet is not permitted on any generic name basis, as each user must be accountable for the use made of the facility. Specifically, each user is accountable for the content that they bring into the Health Service Executive Southern Area. All Internet traffic to/from the Health Service Executive Southern Area is automatically logged by Username and managers may request to see the logs in respect of any user in their area of responsibility. Equally, staff from Internal Audit may request to see the logs in respect of any individual or area.

The only exceptions to the rule of individual named access is in respect of Libraries and IT Training Rooms, where the responsibility lies with the supervisor of that area at the time.

General Principles of Acceptable Usage

1. The Internet access facility may only be used for supporting a person's work as an employee or student within the Health Service Executive Southern Area, or for training, educational or research purposes associated with employment within the Health Service Executive Southern Area. Use for any other purpose is deemed inappropriate and is unacceptable.
2. Use for personal or commercial purposes is not permitted.
3. Each staff member is required to maintain the confidentiality of their password and is accountable for all activities carried out under his/her Username. Staff members should not allow any other person to use their Username. Any staff member who does this is accountable for how the other person uses it and for the content that the other person brings into the Health Service Executive Southern Area. For their own sake, therefore, users are strongly advised to log themselves off the Health Service Executive Southern Area network when they have finished using the PC.

4. The Internet access facility may not be used:-
 - (i) To retrieve, create, host or transmit offensive or obscene material, which would cause offence to others on the grounds of race, creed or sex, or would bring the Health Service Executive Southern Area into disrepute.
 - (ii) To retrieve, create, host or transmit material which is designed to cause annoyance, inconvenience or needless anxiety to others
 - (iii) To retrieve, create, host or transmit material which is defamatory
 - (iv) For any activity that would infringe intellectual property rights (e.g. software piracy)
 - (v) For any activity that would waste the Health Service Executive Southern Area's resources (e.g. staff time and IT equipment and networks)
 - (vi) For any activity that would compromise the security of the Health Service Executive Southern Area's IT facilities, including confidentiality and integrity of the Health Service Executive Southern Area's information and availability of IT services (e.g. by carelessly causing computer virus infection)
 - (vii) For any activity that is illegal
 - (viii) For any activity that would compromise the privacy of others

Non-Compliance

The Health Service Executive Southern Area reserves the right to take such action as it deems appropriate against any staff that knowingly violate the conditions of this policy. Such violations will be regarded as a disciplinary matter.

Use of the Internet

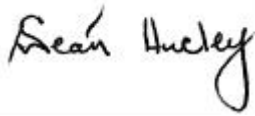
1. The Health Service Executive Southern Area's Internet connections are intended for activities that either support Health Service Executive Southern Area business or the professional development of employees. Web surfing unrelated to these activities is strictly forbidden.
2. General Internet access will only be provided to authorised personnel. Authorised personnel will be issued with appropriate passwords and those passwords should not be divulged to any other person at any stage. Authorised personnel will have responsibility for Internet access under their password and hence will also have responsibility for illicit use of that password with or without their consent.
3. To prevent computer viruses from being transmitted through the system there will be no unauthorised downloading of any software. All software downloads will be done through the IT Department.
4. The Internet should not be used for personal gain or profit, to represent yourself as someone else, or to post or download messages that contain political views.
5. To access, download or transmit any indecent, obscene, pornographic, racist or defamatory or other inappropriate materials as well as the circulation of such materials will be dealt with in accordance with disciplinary policy. This rule will be strictly enforced and is viewed as very serious with potential criminal liabilities arising therefrom. The Gardai or other appropriate authority will be informed where appropriate.
6. The Internet should not be used to advertise or otherwise support unauthorised or illegal activities.

7. The Internet should not be used to provide lists or information about Health Service Executive Southern Area employees to others and/or to send classified information without approval.
8. Health Service Executive Southern Area staff should not use public messaging systems on the Internet, save with a specific written permission of a manager. Public messaging systems include user groups, special interest fora and bulletin boards.

Infringement of the rules

Any breach of these rules will be treated seriously and will be subject to disciplinary action up to and including dismissal.

Adopted by Corporate Management Team 5th January, 2001



SEÁN HURLEY
CHIEF OFFICER



Internet/Email Access Request Form

Please Read This Form Carefully and retain a copy
The original will be stored in your Personnel File

Please tick the services that you wish to apply for and sign the corresponding Declaration:

☐

E-mail

I have read the Email Access Policy Statement and agree to adhere to the terms and conditions it sets out.

Signed _____

☐

Internet

I have read the Internet Access Policy Statement and agree to adhere to the terms and conditions it sets out.

Signed _____

Business purpose for which Internet access is required:-

*Please fill out the following in **block capitals** using blue or black ballpoint pen:*

First Name:- _____ Middle Name/Initial _____ Surname:- _____

Job Title:- _____ Personnel Number:- _____

Location:- _____ Contact Number:- _____ Bleep: _____

- **Have you previously worked for the HSE before CUH YES\NO**
- **If so please state where. _____**
- **Have you previously been given a Username or Email A\C from a HSE site? YES\NO**
- **If so please give username. _____**
- **Have you previously worked on another ward in CUH if yes where _____**

Authorisation Section (For completion by Approving Officer)

Please satisfy yourself that the staff member requires this access for legitimate business purposes.

Signed: _____ *Approving Officer*

Date: _____

Job Title: _____

Please return completed Form to Internet / Email Requests High Street House Wilton Cork

(For official use only)

Date Received: _____ Date Set Up: _____ Date Installed: _____

Set up by: _____ Username Allocated: _____ @ _____

Received by Personnel Department: _____