NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES

POLICY AND PROCEDURE

SUBJECT: INTERNET USE POLICY

NUMBER: NN-HR-30

ORIGINAL DATE: 04/03/03

REVIEW/REVISE DATE: 03/06/08, 3/17/11

APPROVAL: Rosalyne Reynolds {s} , Agency Director

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I. PURPOSE

The purpose of this policy is to comply with MHDS Internet Use Policy 4.040 which requires each agency to maintain policies, practices, and/or guidelines that support adherence to the requirements of this policy.

This policy identifies circumstances under which NNAMHS employees may use the Internet on state systems for brief and occasional personal use; and provide clarification of specific prohibited Internet uses.

II. POLICY

This policy establishes Internet use guidelines on state systems for NNAMHS employees. Employees have no right to privacy with regard to Internet usage on state system.

Abuse of the privilege or violation of this policy may result in disciplinary action up to and including termination.
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III. REFERENCES

1. MHDS 4.040 – Internet Use Policy
2. MHDS 4.068 – Email Use Policy
3. MHDS IT Security Standard 7.002 – Password Standards
3. DHR Prohibitions & Penalties
4. DoIT State IT Security Standard 4.65 – Personal E-mail Access

IV. DEFINITION

1. Employee: State employees, contractors, students, interns, and residents for which the agency provides internet connectivity.

V. PROCEDURE

1. Personal Use of Internet on State Systems

   Personal use of Internet on state systems is a privilege, not a right. As such, the privilege may be revoked at any time at the discretion of the Agency Director or Division Administrator. Employees have no right to privacy with regard to Internet usage on state systems.

   a. Employees must use Agency provide Internet access for State business; however, brief and occasional Internet use is allowed.

   b. Personal Internet use shall not impede the conduct of state business; only incremental amounts (less than 15 consecutive minutes) of employee time shall be used to attend to personal matters. In no event, should both Internet and e-mail access for personal use exceed 60 cumulative minutes in an 8-hour work shift. These 60 minutes include, but are not in addition to, breaks and lunches.

   c. Employees have no right to privacy with regard to Internet usage on state systems. Management has the right to view all employee Internet usage

patterns and take action to assure that agency resources are allocated appropriately ensuring the highest level of productivity.

d. Some examples of acceptable brief personal Internet use on state systems include stock investing, banking, news, weather, sports, and travel information.

2. Prohibited Internet Use(s)

This list of prohibited Internet uses is more restrictive than MHDS Policy 4.040 – Internet Use. This list of unacceptable Internet uses includes but is not limited to:

a. Accessing, posting, storing, printing or sharing any racist, sexist, threatening, violent, obscene, pornographic or otherwise objectionable material (i.e., visual, textual, or audible) is strictly prohibited.
b. Use for commercial advertising or selling/auctioning of any materials.
c. Instant messaging and chat rooms are prohibited.
d. Employees shall not use state systems to subscribe to mailing lists or mail services strictly for personal use.
e. Use for fund raising or public relations activities not specifically related to state government activities.
f. Accessing and using gambling sites.
g. Downloading and use of computer games that have no bearing on the agency' s mission.
h. Access to personal Internet e-mail accounts from a state computer connected to the NNAMHS network. This includes but is not limited to mail sites like Yahoo, Charter, MSN, AOL, or Hotmail. Client use computers that are not connected to NNAMHS network (dial up Internet connection only) may be exempt.
i. Access to news sites that contain indecent or violent materials.
j. Streaming video or audio unless state regulated.

k. Accessing proxy sites to hide access to an unacceptable Internet site.

3. Employee Responsibilities
   a. Password sharing is prohibited under all circumstances.
   b. Employees must log off (exit) to end applications and exit their network connection.
   c. Employees are responsible for all activities recorded under his/her user profile.
   d. Employees are required to sign the MHDS/NNAMHS Internet and Email Use form.

4. Other
   a. Supervisors with concerns about an employee' s inappropriate Internet use on state systems must request a review in writing to the Agency Director.
   b. The Agency Director will report suspected violations to the NNAMHS IT Manager and MHDS Information Security Officer.
   c. Guidelines for reporting possible violations of this policy will follow the procedures outlined in MHDS Policy 4.040 Internet Use, Section IV.