

<b>Category:</b>	Administration
<b>Policy No.:</b>	1.25
<b>Policy Title:</b>	Internet Use
<b>Reference:</b>	CARF Standard
<b>Original Effective Date:</b>	April 25, 2011
<b>Reviewed (No Changes):</b>	_____
<b>Revised Effective Date:</b>	_____
<b>Approved by:</b>	_____ Pierluigi Mancini, Ph.D. - Executive Director      Date

**Policy:**

CETPA, Inc. is committed to promoting cost-effective use of the Internet, including social media outlets as an agency resource in pursuit of its Mission.

**Purpose:**

The Internet and social media outlets are increasingly an important means of communication and the main source of information for most fields of professional and commercial activity. The agency's computer systems provide password-controlled access to the Internet for CETPA employees. The purpose of this policy is to set out the conditions under which employees may make use of their Internet access via CETPA's computer systems.

**Procedure:**

Employees' should normally use CETPA's computer systems to access the Internet only for agency business and for authorized educational purposes.

Limited personal use may be condoned for occasional brief transactions that can take place during authorized lunch breaks. (Access to news and weather information would normally be acceptable.) Regular use will not be permitted.

Personal use, nor the agency's social media outlets (Facebook, Twitter, etc.) should ever involve the transmission of material in violation of State or Federal regulation. This includes but is not limited to: threatening, harmful, damaging or obscene materials and material protected by trade secret. Use of agency resources and Internet access for political lobbying, games, and personal shopping is prohibited.

Internet access should not be used to generate or receive correspondence or materials that would be construed as fraudulent, illegal, harassing, obscene, profane or intimidating. Agency Internet access should not be used to access Web-based personal email, chat rooms and other sites not related to agency business.

Agency Internet access should never be used to download any programs or software (including "E-cards" and Microsoft patches) without explicit authorization from the IT Department.

Materials accessed over the Internet should be used only in compliance with applicable copyright or licensing laws.

Confidential information, including identifiable consumer health information, should not be transmitted over the Internet without encryption or password protection.

All users should close their Web browser and disconnect from the Internet when not actively engaged in Web research, thus reducing the agency's Internet connection.

CETPA's IT administrative staff may install and operate such filters and system monitors as she /he deems appropriate to track and prevent improper use of the system. Users should understand that records of all their computer activity, including email and Web sites visited, can be recovered and inspected.

All CETPA employees will be deemed to have understood and accepted the above conditions on being issued with their computer password.