

# Cornerstone Behavioral Healthcare

## PM.29 Computer Use Policy

### **A. PURPOSE**

To remain competitive, better serve our clients, and provide our employees with the best tools to do their jobs, Cornerstone Behavioral Healthcare (CBH) makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, and internet.

CBH encourages the use of these media and associated services because they can make communication more efficient and effective, and because they are valuable sources of information about vendors, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the company are company property and their purpose is to facilitate and support company business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all employees are aware of their responsibilities, the following guidelines have been established for using e-mail and the internet. No policy can establish rules to cover every possible situation. Instead, this policy is designed to express CBH's philosophy and set forth general principles when using electronic media and services.

### **B. PROHIBITED COMMUNICATIONS**

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory, offensive or harassing
- Derogatory to any individual or group
- Obscene, sexually explicit or pornographic
- Defamatory or threatening
- In violation of any license governing the use of software
- Engaged in for any purpose that is illegal or contrary to CBH's policy or business interests

### **C. PERSONAL USE**

The computers, electronic media and services provided by CBH are strictly for business use to assist employees in the performance of their jobs. Any use of electronic media (sending or receiving) for personal, non-business purposes is prohibited except under circumstances authorized by the Executive Director or CEO.

### **D. ACCESS TO EMPLOYEE COMMUNICATIONS**

All electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, internet and bulletin board system access, and similar electronic media is subject to review by the company. CBH routinely gathers logs for most electronic activities and may monitor employee communications directly (e.g. telephone numbers dialed, sites accessed, length of call, and time at which calls are made.) Management has access to this data as part of this monitoring.

# Cornerstone Behavioral Healthcare

## PM.29 Computer Use Policy

CBH reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other company policies.

Employees should not assume electronic communications are completely private. All communications sent or received on CBH computers, fax machines, email, or voicemail are the property of CBH. Accordingly, if employees have private/personal information to transmit, they should use other means, and do so only at permitted times.

### **E. SOFTWARE**

To prevent computer viruses from being transmitted through the company's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through CBH may be installed and only by the Information Systems Department. Employees should contact their Supervisor if they have any questions.

### **F. SECURITY/APPROPRIATE USE**

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by company management, employees are prohibited from engaging in, or attempting to engage in:

- monitoring or intercepting the files or electronic communications of other employees or third parties
- hacking or obtaining access to systems or accounts they are not authorized to use
- using other people's log-ins or passwords
- breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communication can be sent that attempts to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.

No e-mail or other electronic communications may reveal the identity of a client. When communicating by e-mail, proper steps must be taken to encrypt communication to ensure confidentiality is not breached.

### **H. PARTICIPATION IN ONLINE FORUMS**

Employees should remember that any messages or information sent on company-provided facilities to one or more individuals via an electronic network (e.g. internet mailing lists, bulletin boards, and online services) are statements identifiable and attributable to CBH.

# Cornerstone Behavioral Healthcare

## PM.29 Computer Use Policy

CBH recognizes that participation in some forums might be important to the performance of an employee's job (i.e. an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.)

### I. VIOLATIONS

Any employee who abuses the privilege of their access to e-mail or the internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

  
Executive Director/CEO      5-18-2021      Date