Sample Internet Use Policy

# Purpose

The purpose of this policy is to maintain the highest level of patient care, present a professional image to our clients, and to maintain a positive and productive work environment.

# Definitions

For simplicity, this document will refer to all non-workplace-provided electronic devices, including but not limited to smartphones, smartwatches, cell phones, tablets, and laptop computers, as “personal electronic devices.”

# Scope

This policy applies to all employees, including veterinarians, veterinary technicians, kennel staff, and managers. This policy applies at all times.

# Computer, Internet and E-mail use

[CLINIC NAME] would like to encourage its employees to use the Internet responsibly and productively from clinic-owned computers, smartphones, and tablets. This use includes, but is not limited to:

* Veterinary care related web sites.
* Accessing [CLINIC NAME]’s web site, and web sites of referring clinics.
* Medical research sites and forums.
* Continuing Education web sites, forums and videos.
* Vendor web sites.
* Other sites and resources that would help in the employee’s role at [CLINIC NAME].

Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only on [CLINIC NAME]-owned devices. Personal use of the Internet is prohibited on clinic-owned computers, smartphones, tablets, and other clinic-owned electronic devices.

All Internet data that is composed, transmitted and/or received by <company's> computer systems is considered to belong to [CLINIC NAME] and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties

The equipment, services and technology used to access the Internet are the property of [CLINIC NAME]. The company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.

Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.

All sites and downloads may be monitored and/or blocked by [CLINIC NAME] if they are deemed to be harmful and/or not productive to business.

All new software to be installed on [CLINIC NAME]-owned computers and devices must be approved in advance by the manager. No software or apps will be installed by any employees without prior authorization by the manager.

# Prohibited Use

In order to maintain a secure computing environment and reputable online presense, the following uses of the Internet at [CLINIC NAME] are prohibited:

* Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via [CLINIC NAME]’s email service.
* Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
* Stealing, using, or disclosing someone else's password without authorization.
* Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
* Sharing confidential material, trade secrets, or proprietary information outside of the organization.
* Hacking into unauthorized websites.
* Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers.
* Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.
* Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
* Passing off personal views as representing those of the organization.

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

# Guest WiFi

The practice may provide access to “guest” WiFi at the office. This connectivity is offered without warranty, and is not guaranteed. The “guest” WiFi may block certain sites, and should be used at your own risk.