

**LOUISIANA STATE UNIVERSITY
HEALTH CARE SERVICES DIVISION**

POLICY NUMBER: 4512-22

CATEGORY: Human Resources

CONTENT: Internet Policy

APPLICABILITY: This policy shall be applicable to all employees at the HCSD Administrative Office (HCSDA) and Lallie Kemp Medical Center (LKMC) either through direct hire or contractual arrangement.

EFFECTIVE DATE: July 20, 2001

REVIEWED/REVISED: December 31, 2007

REVIEWED: August 22, 2008

REVIEWED: January 4, 2010

REVIEWED: October 20, 2010

REVIEWED: November 3, 2011

REVIEWED: April 2, 2014

REVIEWED: March 21, 2017

REVISED: June 9, 2017

REVIEWED: February 19, 2019

REVIEWED: May 28, 2020

REVIEWED: April 12, 2021

REVISED: July 26, 2022

INQUIRIES TO: Human Resources Administration
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Note: Approval signatures/titles are on the last page

INTERNET POLICY
LSU HEALTH CARE SERVICES DIVISION

I. STATEMENT OF POLICY

It is the policy of the LSU Health Care Services Division (HCSD) to comply in all respects with the LSU System Information Security Policy (PM-36), the LSUHSC Enterprise Information Security Policy (EIS-100), LSU HCSD Information Security policy (7701), and the privacy and security protections mandated by the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). The Internet provides access to thousands of networks world-wide and a wealth of information from practically every country in the world. It is the policy of HCSD to provide computer resources and information to employees for the purpose of fulfilling their responsibilities and job duties. The purpose of this policy is to ensure compliance with these policies by employees who are granted access to the internet.

Note: Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

II. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval of the HCSD Chief Operations Officer (COO) or Designee.

III. RESPONSIBILITIES

Executive Staff members and Hospital Administrators are responsible for assuring that managers, supervisors, and employees within their organizational authority comply with the provisions and the intent of this policy.

Each Employee shall sign an acknowledgment form noting he or she has received a copy of this policy. (See ATTACHMENT #1) This attestation may also be ascertained through the HCSD on-line training in lieu of signed acknowledgement form.

IV. GENERAL PROVISIONS

- A. Every staff member has a responsibility to use department authorized Internet access in an effective, ethical, lawful and productive manner.
- B. Use of Internet must be consistent with Department mission and goals. It must not compromise the integrity or security of the Department’s Information System.
- C. Employees are accountable for the content of their files and messages.
- D. All messages/notes created, sent or retrieved over the Internet are the property of the HCSD, and employees have no expectation of privacy in any information sought or

transmitted through the use of the Internet.

- E. HCSD reserves the right to access and monitor all messages, web sites visited and files on the computer system as deemed necessary and appropriate.
- F. Internet access shall not be used for accessing, viewing, transmitting, receiving, retrieving, downloading, printing, or storage of any communication of a discriminatory or harassing nature or materials that are obscene or contain sexually explicit material.
- G. Employees shall not download software without express permission to do so. Employees must follow those procedures mandated in PM 36 and the HCSD Information Security Policy (7701) prior to downloading software of any kind.
- H. Employees shall not obtain or subscribe to use-related services and/or subscriptions, which are not authorized. HCSD will not be responsible for any unauthorized fees incurred by a user.
- I. No employee of HCSD may establish a web site or home page purporting to be the official home page or web site of HCSD or any of its sub units.
- J. Solicitation of non-department business, or any use of the Internet for personal gain or commercial purposes not directly related to HCSD business or functions that are not related to one's job is strictly prohibited.

V. **Enforcement/Violations**

Violations of this policy may result in appropriate disciplinary action, up to and including termination.

INTERNET POLICY

RECEIPT ACKNOWLEDGMENT

NOTE: If you are completing the review of the Administrative Guidelines as a lesson assignment through WILMA, you DO NOT need to print and sign. You will complete an attestation at the end of the WILMA lesson designated as the Test.

I have been given a copy of the HCSD Internet Policy. I agree to comply with the policy, procedures and guidelines as outlined in this policy.

I understand violation of this policy may result in disciplinary action up to and including termination.

Employee's Name: _____
(Please Print)

Employee's Signature: _____

Date: _____

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