DEFINITIONS:
♦ EVMS includes
  • Eastern Virginia Medical School (EVMS)
  • Eastern Virginia Medical School Health Services (EVMSHS)
  • Eastern Virginia Medical School Pediatric Faculty Associates (EVMSPFA)
♦ ITMT refers to the appropriate member of the Information Technology Management Team comprised of the management representatives of:
  • The EVMSHS Data Processing Department
  • The EVMS Business and Financial Information Systems Center
  • The EVMS Network Information Center
  • The EVMS Data Base Center
  • The EVMS Communications Department
  • The EVMS Library Services
♦ Information Services Department refers to the technology department/personnel responsible for the related services.

POLICY:

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition to e-mail, it can provide an excellent means of communicating with other faculty, staff, students, outside vendors, and other businesses. Use of the Internet must be tempered with common sense and good judgment. If you abuse your right to use the Internet, it will be withdrawn. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability. Your use of the Internet is governed by this policy.

DISCLAIMER OF LIABILITY FOR USE OF INTERNET:

Eastern Virginia Medical School is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an Internet e-mail address may lead to the receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

EMPLOYEE’S DUTY OF CARE:

Employees should endeavor to make each electronic communication truthful and accurate. You should use the same care in drafting Internet or intranet documents as you would for any other written communication.

EMPLOYEE’S DUTY NOT TO WASTE COMPUTER RESOURCES:

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of
documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this sort may not be downloaded unless they are business-related.

NO EXPECTATION OF PRIVACY:

The computers and computer accounts given to employees are to assist them in performing their jobs. Faculty, staff and students should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to Eastern Virginia Medical School and may only be used for business purposes.

Faculty, staff and students should never consider electronic communications to be either private or secure. Internet e-mail may be stored indefinitely on any number of computers, including that of the recipient. Copies of your messages may be forwarded to others either electronically or on paper. In addition, Internet e-mail sent to nonexistent or incorrect user names may be delivered to persons that you never intended.

MONITORING OF COMPUTER USAGE:

Eastern Virginia Medical School has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet and newsgroups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

BLOCKING OF INAPPROPRIATE CONTENT:

Eastern Virginia Medical School may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Eastern Virginia Medical School network system. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site.

PROHIBITED ACTIVITIES:

Material that is fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other form of electronic communication (bulletin board systems, newsgroups, chat groups), downloaded from the Internet, or displayed on or stored on Eastern Virginia Medical School’s computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisors.

GAMES AND ENTERTAINMENT SOFTWARE:

Employees may not use the company's Internet connection to download games or other entertainment software or play games over the Internet.
INFORMATION TECHNOLOGY
POLICIES AND PROCEDURES

INTERNET: POLICY 1.30

ILLEGAL COPYING:

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your supervisor.

ACCESSING THE INTERNET:

To ensure security and avoid the spread of viruses, employees accessing the Internet through a computer attached to Eastern Virginia Medical School’s network must do so through an approved Internet firewall. Accessing the Internet directly by modem is prohibited unless the computer you are using is not connected to the school’s network.

VIRUS DETECTION:

Files obtained from sources outside Eastern Virginia Medical School (EVMS), including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors, may contain dangerous computer viruses that may damage the school’s network. Employees should never download files from the Internet, accept e-mail attachments from outsiders or use disks from non-EVMS sources, without first scanning the material with EVMS approved virus-checking software. If you suspect that a virus has been introduced into the School’s network, immediately notify the Eastern Virginia Medical School Network Center (446-5871).

ALTERING ATTRIBUTION INFORMATION:

Employees must not alter the "From" line or other attribution-of-origin information in e-mail messages, or postings. Anonymous or pseudonymous electronic communications are forbidden. Employees must identify themselves honestly and accurately when making postings to newsgroups, sending e-mail, or otherwise communicating online.

ATTORNEY-CLIENT COMMUNICATIONS:

E-mail sent from or to an attorney representing EVMS should include this warning header on each page: "ATTORNEY CLIENT PRIVILEGED; DO NOT FORWARD WITHOUT PERMISSION." Communications from attorneys may not be forwarded without the sender's express permission.

USE OF ENCRYPTION SOFTWARE:

Faculty, staff and students may not install or use encryption software on any of Eastern Virginia Medical School’s computers without first obtaining written permission from their supervisor. You must not use encryption keys that are unknown to your supervisor. The encryption software provided as part of approved browsers such as Netscape and Internet Explorer is allowed.
AMENDMENTS AND REVISIONS:

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.