County of San Bernardino
Department of Behavioral Health

Computer and Network Appropriate Use Policy

Effective Date 10/5/06
Approval Date 10/5/06 **Allan Rawland, Director**

Policy

It is the department's policy that Behavioral Health and/or County systems may be used for legitimate Department of Behavioral Health (DBH) business purposes only.

Definitions

Systems	Is all inclusive and will be used to reference computers, workstations, desktops, laptops, software applications, servers and networks or network services throughout this document.
Staff/Users/Employees	Are interchangeable and will be used to reference DBH or other departmental employees, volunteers, work study individuals, contracted service personnel, vendors and others who have been authorized access to Behavioral Health systems.

Purpose

To provide DBH staff with information regarding the appropriate use of department systems also including those network services provided by the County.

General Information

The department's systems are provided to employees to assist them in the performance of their job duties. Using the systems for other than DBH business is prohibited.

Staff should have no expectation of privacy in anything they create, store, send or receive on a DBH system. All business conducted on departmental systems is considered the property of the department and therefore, open to view and/or monitoring by authorized personnel.

Information Technology Responsibilities

Information Technology (IT) is responsible for issuing unique system user-id's and initial passwords, which allow users access to applications, networks and the Internet.

IT has the responsibility for protecting the data and information stored on all system servers and ensuring that such data is recoverable and restorable in

the event of damage or loss, including the development of business contingency plans.

IT has the responsibility to ensure that all County and Department policies, Federal and State regulations and HIPAA Security Rules within their areas of responsibility are maintained, monitored and exceptions are properly documented and reported.

IT has the responsibility for controlling the rate of technology introduction and the types of technologies deployed within DBH and ensuring continued compliance with licensing laws.

Staff Responsibility

Staff has the responsibility to use system resources professionally, ethically and lawfully as further defined in the county's Internet/Intranet Use Policy. Staff is directly responsible for all actions resulting from the use of their User-I.D. and password. User-I.D. and password specifics are further defined in the User-id and Password policy.

Example of a Violation

Deliberately perform acts that waste system resources or unfairly monopolize resources to the exclusion of others.

These acts include but are not limited to the following:

- Use of the Internet or system resources for reasons other than DBH business purposes
- Download or store audio, video, or picture files to department systems unless these files are required to perform operational responsibilities

Users may not:

- Load any unauthorized software on DBH systems
- Install custom screen savers on DBH systems without written approval from IT
- Store electronic PHI on diskettes, CD's, a systems hard drive (drive C), memory sticks or any other devices manufactured for this purpose
- Remove any authorized software placed on DBH systems by IT
- Copy software from a DBH system for use on their home computers
- Modify, revise, transform, recast or adapt any software; reverse-engineer, disassemble or decompile any software
- Intentionally disrupting a network service
- Work on personal activities that incur additional cost to the department or interfere with a user's work performance
- Using work time and resources for personal gain, personal services, advertisement, or personal for profit business interest
- Posting or sending threatening or offensive messages
- Download, store, or send inappropriate e-mail or other forms of electronic communication that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful

Consequences of Violations

Staff who violates the use of DBH systems as defined above or in other County policies will be subject to disciplinary action that can include termination of employment.

Related Policies

- County Internet/Intranet Use Policy
- HIPAA Policy User-I.D. and Password policy
- HIPAA Policy Workstation and Systems Security Policy
- SPM 14-04