

## Jurien Bay Medical - Internet and email policy

Jurien Bay Medical recognises that the practice team requires access to email and the internet to assist in the efficient and safe delivery of healthcare services to our patients. Jurien Bay Medical supports the right of staff to have access to reasonable, personal use of the internet and email communications in the workplace using the devices and networks provided by the practice.

### Purpose and objectives

This policy sets out guidelines for acceptable use of internet and email by the practice team, contractors and other staff of Jurien Bay Medical. Internet and email are provided primarily to assist the team carry out their duties of employment.

### Scope

This internet and email policy applies to the practice team, contractors and other staff of Jurien Bay Medical who access the internet and email on practice owned devices, including, but not limited to: desktop computers, personal and office laptops, smartphones and desktop phones - to perform their work.

Use of the internet by the practice team, contractors and other staff is permitted and encouraged where this supports the goals and objectives of Jurien Bay Medical. Access to the internet is a privilege and the practice team, contractors and other staff must adhere to this policy.

Violation of these policies could result in formal warnings and/or disciplinary action. Action could include:

- disciplinary and/or legal action
- termination of employment
- the practice team, contractors and other staff being held personally liable for damages caused by any violations of this policy
- written warning

All employees are required to confirm they have understood and agree to abide by this email and internet policy.

### Policy content

The practice team, contractors and other staff may use the internet and email access provided by Jurien Bay Medical for:

- any work and work-related purposes
- limited personal use
- more extended personal use under specific circumstances (see below)

#### Limited personal use of email and internet

**Limited personal use is permitted where it is:**

- infrequent and brief in use
- does not interfere with the duties of the practice team, contractors and other staff
- does not interfere with the operation of the practice
- does not compromise the security of the practice
- does not impact on your practice's electronic storage capacity
- does not decrease the practices network performance (eg large email attachments can decrease system performance and potentially cause system outages)

- does not incur any additional expense for the practice
- does not violate any legislation
- does not compromise any confidentiality requirements of the practice

**Examples of what could be considered reasonable personal use include:**

- conducting a brief online bank transaction
- paying a bill
- sending a brief personal email, similar to making a brief personal phone call if urgent

**Unacceptable internet and email use**

**The practice team, contractors and other staff may not use internet or email access provided by Jurien Bay to:**

- create or exchange messages that are offensive, harassing, obscene or threatening
- visit web sites containing objectionable (including pornographic) or criminal material
- exchange any confidential or sensitive information held by your general practice
- create, store or exchange information in violation of copyright laws
- use internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities
- create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk emails
- play electronic or online games during work time.

## Definitions

## Policy review statement

This policy will be reviewed regularly to ensure it reflects the current processes and procedures of Jurien Bay Medical and current legislation requirements.

**21 Whitfield Road, Jurien Bay, WA 6516**