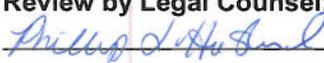


District of Columbia Department of Health		<b>PROCEDURE 720.20</b> <b>Implementing Office:</b> Chief Information Technology Officer <b>Training Required:</b> No <b>Originally Issued:</b> 12/18/13 <b>Revised/Reviewed:</b>
<h1>Internet Access and Use</h1>		
Approved by:  _____ Agency Director	<b>Review by Legal Counsel:</b>  _____	<b>Effective Date:</b> 11/3/14 <b>Valid Through Date:</b>

<b>I. Authority</b>	Reorganization Plan No. 4 of 1996; Mayor's Order 1997-42; DC Official Code §1-1401; OCTO Policy 0001- Internet Access and Use Policy
<b>II. Reason for the Policy</b>	To establish standards for the proper use of District- provided internet access.
<b>III. Applicability</b>	This policy applies to all DOH employees, contracted staff, volunteers, interns, summer youth employees, and all users of District government Information Technology (IT) resources.
<b>IV. Policy Statement</b>	The Internet can and should be used to help DOH and the District government serve District residents and visitors people in an efficient and effective manner. DOH reserves the right to review Internet use by DOH employees at any time to determine compliance with this and related policies. Any authorized user who violates this policy may be subject to suspension of service and shall be subject to disciplinary action, up to and including termination.
<b>V. Definitions</b>	N/A
<b>VI. Contents</b>	<ol style="list-style-type: none"> <li>1. General</li> <li>2. Principles for Use</li> <li>3. Allowable Internet Uses</li> <li>4. Prohibited Internet Uses</li> <li>5. Roles and Responsibilities</li> </ol>
<b>VII. Procedures</b>	<p><b>1. General</b></p> <p>The Internet can and should be used to help DOH and the District government serve District residents and visitors in an efficient and effective manner. With such use, however, comes responsibility, and each District agency and DOH employee is responsible for safeguarding the public trust.</p> <p>Each District government agency is, therefore, responsible for the control of information provided via the Internet or accessed by District government employees over the Internet in a disciplined, managed, and consistent manner. All District government policies relating to intellectual property</p>

protection, privacy, misuse of government resources, sexual harassment, data security, and confidentiality apply to employee conduct on the Internet.

Users shall prevent the introduction of computer viruses into District government systems. IT managers shall ensure that virus-scanning software is installed to check any software or documents downloaded from the Internet.

## **2. Principles for Use**

DOH Employee access to the Internet through established District government facilities is offered as a tool for meeting the programmatic needs of District government agencies. District government-provided Internet access is therefore considered to be District government property. All District government Internet users are expressly prohibited from using District government-provided Internet access for personal and/or non- District government business. District employees are not permitted to visit websites that contain non-business related, discriminatory, pornographic, bandwidth-consuming, or harassing material.

- a. DOH provides access to the Internet for legitimate business purposes only. Any employee found in violation of this policy or who accesses the Internet for improper purposes shall be subject to disciplinary action, up to and including termination. If necessary, DOH will advise legal officials of any suspected illegal activity.
- b. DOH information may not be published on the internet without prior approval from DOH Director of Communications and Community Relations.
- c. While using the internet, authorized users may not transmit copyrighted materials that belong to entities outside DOH. Failure to observe copyright or license agreements may result in disciplinary action from DOH or legal action by the copyright owner. Documents, media, logos, and graphic images produced by DOH are considered the property of DOH with respect to copyright protection.

	<p><b>3. Allowable Internet Uses</b></p> <ul style="list-style-type: none"> <li>a. Communication and information exchange directly related to the mission, charter, or work tasks of a District government agency;</li> <li>b. Communication and information exchange for professional development, to maintain current training or education, or to discuss issues related to the Internet user's District government activities;</li> <li>c. Administration or applications for contracts or grants for District government programs or research;</li> <li>d. Advisory capacity, standards, research, analysis, and professional society activities related to the user's governmental work tasks and duties;</li> <li>e. Announcement of District government laws, procedures, policies, rules, services, programs, information, or activities; and</li> <li>f. Other governmental administrative communications not requiring a high level of security</li> </ul> <p><b>4. Prohibited Internet Uses</b></p> <ul style="list-style-type: none"> <li>a. Any purpose which violates a federal or District government law, code or policy, standard, or procedure;</li> <li>b. Any purposes not directly related to the mission, charter or work tasks of a District government agency;</li> <li>c. Private business, including commercial advertising;</li> <li>d. Access to and/or distribution of:           <ul style="list-style-type: none"> <li>o Indecent or obscene material</li> <li>o Child pornography</li> <li>o Fraudulent information</li> <li>o Harassing material</li> <li>o Racial information</li> </ul> </li> <li>e. Interference with or disruption of the network and/or associated users, services, or equipment;</li> <li>f. Any activity with religious or political purposes;</li> <li>g. Religious or political activity; and</li> <li>h. Any unauthorized purchases</li> </ul> <p><b>5. Roles &amp; Responsibilities</b></p> <p>Agency Heads are responsible for the Internet activities of their users and for the implementation and enforcement of the</p>
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	<p>policy. Each agency must ensure that District government-provided Internet services are used for legitimate District government functions and purposes. Agencies may want to add restrictions and guidelines regarding the use of the Internet by their users, based on specific business requirements and mission.</p> <p>OCTO reserves the right to review Internet use by District employees at any time to determine compliance with this and related policies. Use of District government IT resources constitutes express consent to monitor those resources. OCTO will normally block an offending user account for a period of time to be determined by OCTO and will refer violations of policy to the affected agency Director for further corrective action. OCTO also reserves the right to block access to specific external Internet sites whose content is deemed inappropriate (e.g., obscene content, communications that encourage hate or violence, access to gambling) and inconsistent with District government functions and may reflect unfavorably on the District government image.</p>
<p><b>VIII. Contacts</b></p>	<p>Chief Information Technology Officer - (202) 442-4805</p>
<p><b>IX. Related Documents, Forms and Tools</b></p>	<p>None</p>