**Computer and Cell Phone Policy C**

**ELECTRONIC MEDIA, E-MAIL, INTERNET, PERSONAL PHONE CALLS, CELL PHONES**

Employees may have access to one or more forms of electronic media and services (i.e. computers, email, online services, and the Internet). The Practice encourages the business use of these media and associated services because they make communication more efficient and effective and are valuable sources of information. However, electronic media and services provided by the Practice are Practice property, and their purpose is to facilitate Practice business.

The following conditions apply to all electronic media and services that are accessed on or from the premise of the Practice; accessed using Practice computer equipment, or via Practice-paid access methods; and/or used in a manner that identifies the individual with the Practice:

Electronic media and services are primarily for business use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is acceptable, as is the case with personal telephone calls; however, employees may not abuse the privilege.

Non-business use of the internet and social media (i.e. Youtube, Facebook, LinkedIn, Twitter, blogs, etc) during working hours is generally prohibited and is never allowed when it interrupts or disrupts work duties. Limited use of Practice-owned devices on trusted sites during non-work hours (breaks, lunch, before or after work) is allowed. This policy applies to both personal and Practice-owned devices during working hours or at Practice facilities. The Practice reserves the right to block, limit, or monitor internet and/or social media use on Practice devices.

Electronic media may not be used for knowingly transmitting, retrieving, or storing any communication of a discriminatory or harassing nature, or which is derogatory to any individual group, or which is obscene or X-rated, or of a defamatory or threatening nature, or for “chain letters,” or for any other purpose which is illegal or against Practice policy or contrary to the Practice’s interest.

When using electronic media, staff shall adhere strictly to the Practice privacy practices concerning protected patient health information.

The Practice reserves the right, in its discretion, to review any employee’s electronic files, messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other Practice policies. Employees should not assume electronic communications are private or confidential and should transmit highly sensitive information in other ways. Any employee found to be abusing access to electronic media or services will be subject to disciplinary action.

The Practice permits certain limited **personal phone calls**. Calls to arrange transportation, to check on the safety of immediate family members, and other such calls can be made provided that they are brief and not interfere with work duties. Patients should not be put on hold or left waiting to attend to a personal call. Personal calls should be out of the hearing range of patients.

The Practice discourages the use of personal **cell phones/smart phones** for non-business use during working hours. The Practice recognizes that phone devices are increasingly being used for business reasons (to include messaging and retrieving email). However, the use of such devices should not interrupt job duties, patient care, or serving our patients. Use of cell phones during business hours is a privilege and employees should use good judgment. The Practice reserves the right to restrict employee use of personal phone devices during business hours to the extent necessary to ensure work efficiency and to comply with Practice policies.

Because of the evolving nature and use of electronic devices and media, Management reserves the right to restrict use during business hours at its discretion to maintain a professional and productive workplace. Abuse of electronic devices and media by employees is subject to disciplinary action.