

Sample Policy for Employee Computer Use

The computers, phones, pagers, and other electronic communication devices provided to you by Practice ABC are the property of the Practice and are provided to facilitate the effective and efficient conduct of Practice business. Employees are permitted access to the Internet and electronic communication systems to assist in the performance of their jobs. This includes computers, cellular phones, text pagers, email and instant messaging (IM). Personal use is strictly prohibited if it interferes with the employee's productivity or work performance, or any other employee's productivity or work performance; or if it adversely affects the efficient operation of the Practice's information systems. Strictly prohibited activities include accessing, downloading, printing or storing information with sexually explicit content; downloading or transmitting threatening, offensive, discriminatory, or otherwise unlawful messages or images; downloading or installing computer programs or software for non-Practice use; sending electronic communication using another's identity; and any other activity designated as prohibited by the Practice. The Practice has a right to monitor any and all aspects of the information systems, to include, but not be limited to, social networking sites, Internet usage, IM, chat groups, listservs, and e-mail. Direct any questions about the policy to your supervisor.

(Sample only; please develop a policy specific to your Practice.)