



Series: Information Technology **COA:** RPM 2.01, 5, 6
CFOP: NA
Procedure Name: Internet Code of Conduct
Procedure Number: IT-807
Revision #/Date: NA
Effective Date: 1/23/09

Applicable to: All CBCB employees, contractors, freelancers, and other agents who utilize the CBCB network to access the Internet.

SUBJECT: Internet Code of Conduct

PURPOSE: The purpose of this procedure is to outline the reason for access, acceptable use and unacceptable use of Internet Access on the CBCB network.

PROCEDURE:

Reference

CBCB Policies/Procedures GOV-202, GOV-203, OP-1050-19

Definitions

Internet Access is defined as access to the World Wide Web through the CBCB network.

Network User is defined as any individual who accesses the CBCB network.

Internet Access Protocol

Access to the Internet has been provided to CBCB network users for the benefit of the organization and its clients. It allows network users to connect to information resources around the world. Every CBCB network user has the responsibility to maintain and enhance the CBCB's public image, and to use Internet Access in a productive manner. To ensure that all network users are responsible, productive, and are protecting CBCB's public image, the following guidelines have been established for using Internet Access as referenced in policy GOV-203, Risk Management.

Acceptable Use of the Internet

Employees accessing the Internet are representing CBCB. All communications should be for professional reasons. Users of the CBCB network are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official CBCB business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts.

Unacceptable Use of the Internet

The Internet should not be used for personal gain, for the advancement of individual views, or for solicitation of non-CBCB business. Use of the Internet must not disrupt the operation of the CBCB network or other networks. Internet Access use must not interfere with productivity.

Communications

Each network user is responsible for the content of all text, audio or images that they transmit or receive via Internet Access. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have the network user's name attached if possible. No messages will be transmitted under an assumed name. Internet Access users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted through the CBCB network. Employees who wish to express personal opinions on the Internet are to use non-CBCB Internet systems.

Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads require prior management approval and/or IT supervision.

Copyright Issues

Copyrighted materials belonging to entities other than CBCB may not be transmitted on the Internet. Copyrighted material may be downloaded for use in research or documentation, but may not be copied or distributed. Failure to observe copyright or license agreements may be reported as outlined in CBCB procedure OP-1050.19 and/or may result in legal action by the copyright owner.

Security

All messages created, sent or retrieved through CBCB Internet Access are the property of CBCB and should be considered public information. CBCB reserves the right to access and monitor all messages and files on the CBCB network as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images may be recorded and or disclosed to law enforcement or other third-parties without prior consent of the sender or the receiver.

Harassment

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will not be permitted.

Confidential Information

Each CBCB network user has the responsibility to preserve and protect all confidential and company information. Network users should not transmit such information to sources which are not known and verified by the network user. Confidential information is subject to CBCB security policies and procedures as well as to HIPAA requirements.

Procedure Noncompliance

Violations of any guidelines listed herein should be reported as outlined in CBCB procedure OP-1050.19. If necessary, CBCB will advise appropriate legal officials of any violations of law.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer

Signature Date: 2-12-09