

## Attachment II

### Acceptable Use of Electronic Communication Systems Policy Acknowledgement Agreement for All Users of Jefferson Information Support & Technology Resources

This document provides standards of use for all network resources, computer equipment, software, information systems and information services at/or offered by Jefferson, which is hereafter collectively referred to as IT Resources. These standards have been implemented by Jefferson to ensure the use of IT Resources in a secure, ethical, lawful, effective and efficient manner and in accordance with other Jefferson policies.

**HIPAA:** I, as a workforce member of Jefferson, will likely utilize IT Resources containing electronic Protected Health Information (ePHI). Federal government HIPAA regulations and Jefferson policies require that I safeguard ePHI. ePHI must be handled confidentially and can only be accessed to the minimum extent necessary to complete a work assignment. All ePHI stored on electronic media or transmitted electronically must be handled securely. ePHI transmitted or transported off site must be encrypted to protect the data from unauthorized access.

**Software Confidentiality:** I must comply with all licensing regulations for computer software purchased and/or licensed by or developed by Jefferson. I will not reveal, transfer, copy, sell, or reverse engineer any software that Jefferson designates as proprietary.

**IT Resources and User accounts:** I shall use IT Resources and User accounts only for the purpose for which they are authorized and I shall not use them for any non-Jefferson related activities.

- I will be assigned unique User account(s) and/or system access. I shall not share Jefferson User account(s) and/or system access, which include any and all account pass codes or providing access by any other means. I am responsible for all activity performed on my accounts.
- I shall not attempt to access, send or receive any patient information, data or programs contained on Jefferson systems, or any systems with which it is connected, for which they do not have authorization or explicit consent.
- I shall be responsible for keeping all information used and/or stored on/in my Jefferson accounts confidential and protected.
- My electronic communication services such as Email, Social Media, Intranet or Internet, shall not be used in a manner inconsistent with this agreement or with Jefferson mission, vision or values, or for personal, entertainment or non- Jefferson business-related purposes. Fraudulent, harassing or obscene messages or materials shall not be generated, transferred, viewed or stored on Jefferson systems. Use of Jefferson's email system, voice mail system and other computer systems is considered consent to Jefferson monitoring and review.
- I shall use the Internet only in support of Jefferson business needs. All Internet activity is subject to monitoring to protect the interests of Jefferson.

- I shall not connect my own personal electronic devices (laptops, tablets, smart phones), or storage media (CD, DVD, flash drives, etc.) to the Jefferson network, unless following BYOD Jefferson policy.
- I shall not install unsupported software. I shall not download, install or run software that has not been purchased or authorized for use at Jefferson. This includes, without limitation, all software, desktop PC wallpapers, screen savers and other similar programs.
- I shall not engage in activity with the intent to harass or offend other Users; degrade the performance of systems; deprive an authorized Jefferson User access to a Jefferson resource; obtain extra resources beyond those allocated; circumvent Jefferson computer security measures or gain access to a Jefferson system for which proper authorization has not been given.
- I shall not engage in non-job related solicitation. This includes but is not limited to any solicitation for commercial venture, religious or political causes or outside organizations.
- I must promptly report incidents of misuse, privacy/security breach, loss or theft of data, situations where information was unsecured for any time or other violations of this agreement to Jefferson Security, IS&T, and Compliance departments for further action.
- I must use caution when opening email attachments received, as these attachments may contain viruses. Suspicious emails should be reported to the IS&T Solutions Center.
- If blogging using Jefferson's property and systems or personal computer systems, I must follow terms and restrictions set forth in the Acceptable Use of Electronic Communications Policy.
- I should store my files on the designated network share rather than my local hard drive or desktop to ensure protection of ePHI and other confidential information and periodic backup. I will handle PII (Personally Identifiable Information) and SCD (Sensitive Corporate Data) securely.
- I am responsible to ensure laptops and other mobile devices must be password protected and encrypted in accordance with Jefferson Policy. Laptops and other mobile devices located or used in open, common or otherwise unsecured areas must implement a theft deterrent device such as a cable lock when the devices

are left unattended. Laptops and other mobile devices should receive current anti-virus software and all virus definitions must be kept up to date.

- Prior to disposing of any materials containing Confidential Information, I will shred or otherwise destroy the materials. I will not shred, delete nor otherwise destroy original materials belonging to Jefferson.

All IT Resources and any and all communications, including and without limitation, any and all electronic communications and verbal communications, generated, composed, transmitted, sent, stored, and/or received using IT Resources are the exclusive property of Jefferson. For clarification purposes, any and all communications using any IT Resources, regardless of the form, method or mode of delivery are the sole property of Jefferson. All such electronic communications are not the private property of any User. Jefferson reserves the right and shall have the ability, with its sole discretion and without providing notice to any User, to review, audit, access, intercept, and disclose all communications sent, created, received or stored for any purpose using IT Resources.

Use of IT Resources is a privilege. Any abuse of privilege, unauthorized use of IT Resources or non-compliance with Jefferson's Acceptable Use of Electronic Communications Policy is a violation of Jefferson policies and it may result in disciplinary action, including, without limitation, termination of employment, and, depending on the nature and scope of the violation, it may result in civil action or criminal prosecution.

***When using IT Resources, I understand, acknowledge and agree to abide by the Jefferson policies and procedures, including, without limitation, the Acceptable Use of Electronic Communications Policy. I further understand that I am personally responsible for my actions when using IT Resources and it is my responsibility to know when my actions are in violation of Jefferson policies.***

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***Printed Name*** ***Date***

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***Signature***

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***Employee ID #***