

Department of Mental Health
TRANSMITTAL LETTER

SUBJECT Internet Access and Acceptable Use Policy		
POLICY NUMBER DMH Policy 686.2	DATE May 27, 2003	TL# 25

Purpose. To establish standards for the proper use of DC government-provided Internet. Also, the name of Information Systems Management has been changed to Information Services.

Applicability. Applies to all employees DMH-wide (DC Community Services Agency, St. Elizabeths Hospital, and the Mental Health Authority); contractors who are authorized to use DC government-owned equipment or DMH facilities; volunteers who are authorized users of DC government resources and have been provided with an associated email account; and all users of DC government Information Technology (IT) resources.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Mental Health Authority offices.

Implementation Plans. A plan of action to implement or adhere to this policy must be developed by designated responsible staff. If materials and/or training are required to implement this policy, these requirements must be part of the action plan. Specific staff should be designated to carry out the implementation and program managers are responsible for following through to ensure compliance. Action plans and completion dates should be sent to the appropriate authority. Contracting Officer Technical Representatives (COTRs) must also ensure that contractors are informed of this policy if it is applicable or pertinent to their scope of work. *Implementation of all DMH policies shall begin as soon as possible. Full implementation of this policy shall be completed within sixty (60) days after the date of this policy.*

Policy Dissemination and Filing Instructions. Managers/supervisors of DMH and DMH contractors must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in Volume I of the blue **DMH** Policy and Procedures Manual, and contractors must ensure that this policy is maintained in accordance with their internal procedures.

*If any CMHS or DMH policies are referenced in this policy, copies may be obtained from the DMH Policy Support Division by calling (202) 673-7757.

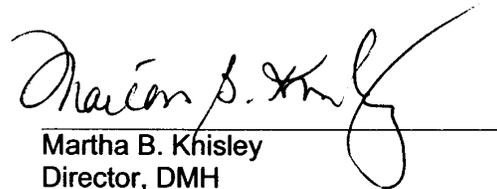
ACTION

REMOVE AND DESTROY

NONE

INSERT

DMH Policy 686.2



Martha B. Khisley
Director, DMH

Government of the District of Columbia

<p>GOVERNMENT OF THE DISTRICT OF COLUMBIA</p>  <p>DEPARTMENT OF MENTAL HEALTH</p>	<p>Policy No. 686.2</p>	<p>Date May 27, 2003</p>	<p>Page 1</p>
<p>Supersedes None</p>			
<p>Subject: Internet Access and Acceptable Use Policy</p>			

1. **Purpose.** To establish standards for the proper use of DC government-provided Internet.

2. **Applicability.**

Applies to:

- All employees DMH-wide (DC Community Services Agency, St. Elizabeths Hospital, and the Mental Health Authority);
- Contractors who are authorized to use DC government-owned equipment or DMH facilities;
- Volunteers who are authorized users of DC government resources and have been provided with an associated email account; and
- All users of DC government Information Technology (IT) resources.

3. **Authority.** DC Government Policy Number OCTO0001, Internet Access and Use Policy, DC Law 12-175, Act 12-239.

4. **Policy.**

4a. The Department of Mental Health (DMH) 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, DMH will advise legal officials of any suspected illegal behavior.

4b. DMH information may not be published on the Internet without prior approval through DMH Information Services.

4c. While using the Internet, authorized users may not transmit copyrighted materials that belong to entities outside DMH. Failure to observe copyright or license agreements may result in disciplinary action from DMH or legal action by the copyright owner. Documents, media, logos, and graphic images produced by or for DMH are considered the property of DMH with respect to copyright protection.

5. **Allowable Internet Uses.** Allowable Internet uses in the DMH include:

5a. Communication and information exchange directly related to the mission, charter, or work tasks of DMH;

5b. Communication and information exchange for professional development, to maintain currency of training or education, or to discuss issues related to the Internet user's DC government activities;

5c. Administration or applications for contracts or grants for DMH programs or research;

5d. Professional development activities related to the user's DMH duties;

5e. Announcement of DC government laws, procedures, policies, rules, services, programs, information, or activities; and

5f. Other governmental administrative communications not requiring a high level of security.

6. Prohibited Internet Uses. Authorized users of the DMH Internet are not to engage in unnecessary or unauthorized Internet use. One problem this causes is network and server congestion which in turn slows other users, interferes with work time, consumes supplies and ties up printers and other shared resources. Prohibited Internet uses in the DMH are as follows:

- Any purpose which violates a federal or DC government law, code or policy, standard, or procedure;
- Any purpose not directly related to the mission, charter or work tasks of a DC government agency;
- Private business, including commercial advertising;
- Access to and/or distribution of:
 - (1) Indecent or obscene material;
 - (2) Child pornography;
 - (3) Fraudulent information;
 - (4) Harassing material;
 - (5) Racial information;
- Interference with or disruption of the network and/or associated users, services, or equipment;
- Any activity with religious or political purposes;
- Any unauthorized purchases;
- Installing Internet-obtained software unless it is required for the job and approval is obtained from Information Services;
- Downloading software into the DMH environment;
- Video and audio streamlining unless proper approval or authorization is obtained from Information Services; and
- Protected health information or other DMH sensitive information must not be transmitted over the Internet without approval from Information Services and proper encryption techniques.

7. **Inquiries.** Contact the DMH Information Services Helpdesk at 673-7125 if you have questions.

8. **Related References.** DMH Policy 645.1, DMH Privacy Policies and Procedures

Approved By:

**Martha B. Knisley
Director, DMH**

Martha B. Knisley / *May 27, 2003*
(Signature) / (Date)