

Personal Use of Computer, Phone, Internet, Mail, and Social Media Policy

Clinic property, including computers, phones, electronic mail, and voice mail, should be used only for conducting Medical Clinic business. Incidental and occasional personal use of clinic computers, phones, or electronic mail and voice mail systems is, is not permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages. This policy includes using clinic computers for accessing personal social media sites.

Staff may not at any time use clinic computers to access pornography or other adult oriented web sites.

Use of personal cell phones during working hours should be limited to scanning covid vaccination cards, clinic related contacts and emergencies only.

I have read and understood the Personal Use of Computer, Phone, Internet, mail and Social Media Policy

Employee's Signature
Date:

Manager Signature
Date: