HAWAII HEALTH SYSTEMS CORPORATION "Touching Lives Everyday"	Department: Information Technology Department	Policy No.: **ITD 0018**
		Revision No.: N/A
Policy	Issued by: Barbara Kahana Vice President & CIO	Effective Date: 09/01/02
Subject: ***Internet Use***	Approved by: Thomas M. Driskill, Jr. President & CEO	Supersedes Policy: ITD 0001
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I. **PURPOSE:** The purpose of this policy is to define appropriate standards for secure use of Internet resources that are accessed from the HHSC network.

II. **POLICY:** This policy has been established in order to comply with Public Law 104-191, a federal law enacted on August 21, 1996, that is otherwise known as the Health Insurance Portability and Accountability Act (HIPAA).

Internet access is intended to be used as a business tool to facilitate communication and information exchange with external organizations, as well as for obtaining research material primarily from World Wide Web resources. The following provisions shall apply to HHSC Internet use:

- Access to the Internet from workstations within the HHSC network shall be allowed only through a firewall.
- Monitoring and filtering of Internet activity shall be conducted to protect the security and availability of Internet services within the HHSC network.
- The reproduction, forwarding, or in any other way republishing or redistribution of words, graphics, or other materials obtained from the Internet shall be done only with the permission of their authors/owners. It shall be assumed that all materials on the Internet are copyrighted unless specific stated otherwise.
- Access to the HHSC network through the Internet is controlled by ITD 0006 - Remote Access Policy.

III. **SCOPE:** This policy applies to all HHSC employees, volunteers, trainees, physicians and healthcare providers, independent contractors, and vendors.

IV. **RESPONSIBILITIES:** Department managers shall determine what types of Internet services their workers will be allowed to access. The types of Internet services that may be allowed will include, but are not limited to, Web browsing services, file transfer services, and streaming media services.

The Technical Services Division (TSD) shall be responsible for implementing any filtering and monitoring controls as may be specified by executive management.

V. REFERENCES/RELATED POLICIES

- Supersedes ITD 0001 - PC Hardware and Software - Acquisition & Use
- ITD 0006 - Remote Access

VI. POLICY DEVELOPMENT

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