

## **Staff Education Policy**

CURRENT AS OF 07/04

**SUBJECT: Management of Staff Education Services Personal Computer Resources**

**SEE ALSO: Hospital Policy HP01-14 Management of Hospital Personal Computer Resources  
Staff Education Policy SE05-01 Protection of Patient Information during Computer Instruction**

### **Information:**

Staff will follow Hospital Policy HP01-14, which outlines the hardware, software, security and judicious use of resources of personal computers. Internet and Web use is essential for the staff of the Learning Center as they develop and maintain a home page for the Learning Center. E-mail is an essential form of communication to and from the staff for class registration, information and inter-departmental communication. The computers are used to train staff in hospital systems, e-mail systems, and other desktop applications.

### **Policy for Computers Used by Staff for Business:**

1. Individuals will not download any type of file without approval of their department supervisor.
2. The staff will lock with a password or log off their computers when not in use.
3. All computer related problems will be reported to the MCIS Support Center.
4. Staff are not permitted to browse sexually explicit or other inappropriate web sites or it will result in dismissal from the area or loss of computer privileges.

### **Policy for Computers Used for Training:**

1. The personal computers are set to a student profile with a password for security.
2. They will be locked or logged off when not in use requiring the instructor to use the private password to unlock or log on to the computers. Thus securing the computer from individuals downloading files during or between classes.
3. All computer related problems will be reported to the MCIS Support Center.
4. The computer training rooms will be locked when not in use.
5. Students are not permitted to browse sexually explicit or other inappropriate web sites or it will result in dismissal from class or loss of computer privileges within the Learning Center.
6. The trainers will collectively decide on the imaging of the computers in the training rooms including what software will be installed.

7. Software will be installed on the training room computers only by consent of the Director of the Staff Education Services.
8. Screen savers on the computers are standard and set by the trainers.
9. The Internet home page of the computers will be set to The Learning Center site.
10. The computers are to be used for business or training purposes only.
11. Students may print only one or two copies of their computer work.
12. Students spending excess amount of time browsing the Internet or doing other personal work may be asked to leave and this will be reported to their supervisors.

Approved by Training Council

Authorized by Carol Dickey, Director of Staff Education