



OFFICE INTERNET USE POLICY

Policy# 14-0619-7 Office Internet Use Policy (1 page)

Purpose: To have a policy on using the office computer and internet access.

Justification: Since the office computers have stored case information, not all being public record, it is essential that the computers are kept safe from viruses and unauthorized intrusion and use.

Policy:

1. The office computers or any computers used for coroner business that has access to the office internet will only access sites that are safe and appropriate.
2. The computers will be password protected and changed as necessary.
3. All computers will maintain virus protection.
4. Any violation of this policy will be dealt with as directed by Ross County Policy.

This policy has been approved and is in effect until further notice:

John A. Gabis, M.D.
Office of the Coroner, Ross County, Ohio

June 19, 2014

Date