

Sullivan County Department of Public Health

<p>Title: Standard of Care of Electronic Equipment (Laptop, Tablet, Cell phone, Desktop computers) and Employee Electronic Equipment Agreement</p> <p>Number: AG-66</p> <p>Page Number: 1 of 1</p>	<p>Original Approval: 4/24</p> <p>Reviewed/ revised:</p>
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Statement/ Purpose:

To establish measurable performance standards regarding electronic equipment

Authority:

Application:

All SCDPH staff that utilize a county owned electronic device

Terminology:

County equipment: includes, but is not limited to: personal computers (including laptops), related equipment and software, internet services, email, telephones, facsimile machines, photocopiers and office supplies.

Non-work time: the time when you are not performing an activity for the benefit of the agency and under the control or direction of the County.

Personal use: uses other than official County business.

Responsible Party:

Director of Patient Services

Cross-Reference:

Quality Standards

Procedure:

Maintenance of Equipment:

- Maintain proper hand hygiene before and after Laptop/tablet/cell phone data entry.
- Laptops are to be put into rest mode or shut down, and carried in a protective laptop bag during transport from one location to another.
- Laptops/Tablets/Cell phones are not to be left on while unattended and are to be ‘on’ only when data is being entered or retrieved from the patient record/in use by assigned staff.
- Laptops/tablets/cell phones are not to be left in automobiles or locations that may risk HIPAA compliance violation or theft.
- If a staff member assigned IT equipment if off duty for 5 consecutive work days, he/she must leave the equipment at the liberty office
- Laptops/Tablets/Cell phones will not be used for anything other than County business.
- Employees may not load software, install hardware/hardware/apps without permission of ITS
- System settings are not to be changed without authorization or guidance from IT/Supervision

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- Cell phone text messages must be set with iMessage and Send Read Receipts ON
- Location settings on cell phones must be set to ON
- All electronic equipment is to be handled with care in order to prevent accidental damage. (ie: no slamming laptops closed abruptly, no eating/drinking/smoking during use. Etc.)
- Immediately report damage/theft to Supervision and IT

Enforcement for Violation of Rules:

- Disciplinary action could result from violation of above maintenance rules. Such action may include revocation of laptop/tablet/phone use privileges.
- This employee equipment agreement allows an employee to use and take company equipment out into the field or to their home. The employee will be fully responsible for the equipment, except for normal wear-and-tear

Laptop use:

You do not have the right to privacy while using any County office equipment, including internet or email services. Furthermore, your use of County equipment, for whatever purpose, is not secure, private or anonymous, and may be monitored.

Loading personal software onto your computer or making configuration changes is strictly forbidden. For example, computer games, personal tax programs, and personal schedulers are not to be loaded on County computers without written approval from the Commissioner of MIS.

Viewing, downloading, storing, transmitting or copying materials that are sexually explicit or sexually oriented, related to gambling, illegal weapons, terrorist activities, or any other non-business activities are prohibited.

Unauthorized or inappropriate use of County equipment may result in the loss or limitation of your privilege. You may also face administrative action ranging from counseling to removal from the County, as well as any criminal or financial liability, depending on the severity of the misuse.

If you are using County equipment, particularly computer systems, you share the responsibility for protecting the security of this equipment with all other users. You must be aware of and follow appropriate security provisions concerning logging on or off computer systems and networks. You are responsible for maintaining the confidentiality of your password and for all data that you place on or delete from a computer. Because most County computers and systems are protected from unauthorized users by passwords, it is particularly critical that you not divulge your password to anyone.

You are responsible for caring for the equipment provided by Sullivan County Public Health Services and agree to return said equipment in good condition upon request or at the end of employment. You are not responsible for reimbursing the County for normal wear and tear on said equipment or property. You are only responsible for damage due to negligence. If you do not follow this policy, you will reimburse Sullivan County Public Health services for the replacement or costs of repairs.

LAPTOP CARE & MAINTENANCE

Care-General: Handle with care. Coffee is expensive if you spill a cup of it into the unit. Don't turn the unit on if it gets wet. If you do, the unit's circuitry will be damaged. ANY liquids spilled into a unit are very bad on the working

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internals of a laptop or PC.

Made of plastic – Remember: Most units are made of hi-impact plastic, but the fact remains that plastic breaks. When the laptop is dropped, all too often the LCD screen, made of glass, breaks and ruptures. LCD screens can be ruined by dropping them from a height of only a few inches. This should be avoided. Take extra care when handling your unit and try not to bump or drop your laptop.

Accidents – Avoidable: Carry the unit in a carrying case designed to transport a laptop computer. This protects the unit and saves on repair costs. These cases were designed to hold the laptop and provide a safe place to house the unit while traveling.

Extreme Temperatures – Beware: Extreme temperatures are very damaging to any unit. Keep your machine away from extreme heat, cold, or high humidity. On a hot day, system boards can literally cook in a car when the unit is forgotten or left behind. Never leave a unit outside in the car. Extreme temperatures can also be bad for LCD display screens. Remember the LCD screens need to be room temperature to function properly.

Dirt – Not a computer's friend: Keep the unit clean. LCD display screens need to be cleaned frequently and ONLY with a soft lint-free cloth. Don't ever use harsh detergents such as alcohol or ammonia products. Using these types of detergents will, over time, decrease the luminosity of the screen. If the screen is not cleaned periodically, buildup of dust and dirt can ruin the unit.

Electricity – Too much or too little: Always unplug your device from the wall jack when not in use or when a storm is coming. Power surges are the number one reason why modems are ruined. Lightning electricity spikes, and brown-outs in the electrical power lines can take out a modem, as well as several other components, including sound, the system board, and video.

Security – Keep your eye on your unit: Never leave the unit unattended or visible to theft. The unit is small and expensive and because of that, it is prone to grow legs and "walk off". Carry the unit at all times or place in a secure place. Units are attractive targets in unlocked vehicles, unattended on planes, restaurants, offices, or left on a table in the open for just a moment. Never check the unit in luggage when traveling by air. Always take it as carry-on baggage.

Touch Screen Displays: Use only the pen shipped with the computer. The pen tip is designed with a specific hardness to prevent the display from scratching. Scratches or foreign objects will decrease the sensitivity of the screen or may cause permanent damage.

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County of Sullivan Employee Electronic Equipment Agreement

To: ITS

Re: Standard of Care of Electronic Equipment

I have reviewed and understand the County of Sullivan Standard of Care of Electronic Equipment Policy.

Initial

I understand that if I violate this policy I may be subject to disciplinary action.

Initial

I understand that if I have any questions regarding this policy, I will contact my supervisor, ITS, or Human Resources.

Initial

This employee equipment agreement allows an employee to use and take company equipment out into the field or to their home. The employee will be fully responsible for the equipment, except for normal wear-and-tear.

Initial

Employee Name (Print) _____ Date _____