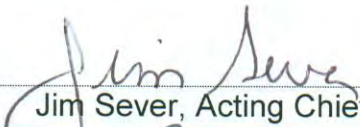
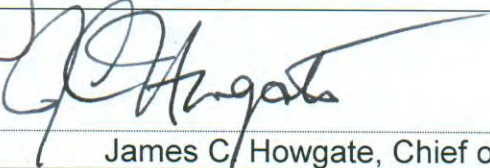




**GEORGIA DEPARTMENT OF PUBLIC HEALTH
POLICY # IT-15002
PUBLIC HEALTH ACTIVE COMMUNICATIONS
EXCHANGE (PHACE) USAGE POLICY**

Approval:	 Jim Sever, Acting Chief of Information Technology	7-12-2013 Date
	 James C. Howgate, Chief of Staff	8/1/13 Date

1.0 PURPOSE

This policy contains guidelines for the use of the Public Health Active Communication Exchange (PHACE) by employees of the Georgia Department of Public Health (DPH), its affiliated county health departments, contractors, and partners.

2.0 SCOPE

This policy applies to all of the Department of Public Health.

3.0 POLICY

The policy of the Department of Public Health is to ensure the Public Health Active Communication Exchange (PHACE) use is permitted and encouraged where such use supports the goals and objectives of the Department.

4.0 DEFINITIONS

4.1 Administrator – DPH employee assigned responsibility to manage PHACE user accounts, and the web page appearance and features.

4.2 DPH – Georgia Department of Public Health

4.3 PHACE – Public Health Active Communications Exchange as established and managed by DPH using a internet based discussion forum.

4.4 Team Leader – The primary person with responsibility for the overall management of a DPH sanctioned project or program.

5.0 RESPONSIBILITIES

5.1 DEPARTMENT OF PUBLIC HEALTH (DPH) is responsible for ensuring adherence to this policy by all DPH personnel and DPH partners.

5.2 DPH DIVISION OF COMMUNICATIONS is responsible for issuing and updating procedures to implement this policy.

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- 5.3** DPH PROGRAM AND PROJECT MANAGERS are responsible for establishing and monitoring all discussion group pages on PHACE that fall under the auspices of their respective program or project, and to approve or deny the posting of any content to their respective discussion pages.
- 5.4** DPH DIVISION OF INFORMATION SERVICES is responsible for ensuring access is available to the PHACE by all State, district, and county offices affiliated with DPH.
- 5.5** PHACE USERS are responsible for:
- 5.5.1 Compliance with current legislation
 - 5.5.2 Use the PHACE in an acceptable way
 - 5.5.3 Not creating unnecessary business risk to the Department by unacceptable behavior, including, but not limited to;
 - 5.5.3.1 Posting or uploading material or internet sites that contain obscene, hateful, pornographic or otherwise illegal material
 - 5.5.3.2 Using the PHACE to perpetrate any form of fraud, or software, film or music piracy
 - 5.5.3.3 Using the PHACE to send offensive or harassing material to other users
 - 5.5.3.4 Posting or uploading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license
 - 5.5.3.5 Hacking into or otherwise accessing unauthorized areas
 - 5.5.3.6 Publishing defamatory or knowingly false material about DPH, your colleagues or our customers in any format
 - 5.5.3.7 Revealing confidential information about DPH in a personal online posting, upload or transmission - including financial information and information relating to customers, clients customers, business plans, or staff
 - 5.5.3.8 Undertaking deliberate activities that waste staff effort or networked resources

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- 5.5.3.9 Introducing any form of malicious software into the PHACE
- 5.5.3.10 Any posting not in compliance with HIPAA regulations
- 5.5.3.11 Allowing any person who is not a DPH or county health department employee to join or view PHACE or its groups without written approval from the DPH Chief Information Officer.

6.0 PROCEDURES

- 6.1 DPH has approved and funded the use of an internet service provider for hosting a web based discussion forum to be managed centrally by DPH personnel assigned the job duty of PHACE Administrator
 - 6.1.1 Team Leaders will add groups via the PHACE page and invite the members of a program or project team for discussions.
 - 6.1.2 Monitoring – DPH accepts that the use of the PHACE is a valuable business tool. However, misuse can have a negative impact upon employee productivity and the reputation of the Department.
 - 6.1.2.1 In addition, all of the Department's internet-related resources are provided for business purposes. Therefore, the Department maintains the right to monitor the volume and specific content of any transactions to verify there is no improper use. Specifically, all groups and their discussions are moderated by the person who creates the group on PHACE, which means comments may be reviewed before posting to assure that they are on topic and in support of the mission of DPH.
 - 6.1.2.2 New groups created require the approval or deletion by the PHACE administrators. If any group is to be deleted by an administrator, the administrator performing the deletion must notify the group creator and all other administrators by email before deletion. This notice must provide the reason or justification for deletion. Proof of receipt of notice is not required.
 - 6.1.2.3 All comments must be in compliance with this policy. We expect that participants will treat each other, as well as the Department, our employees, contractors, and partners with respect. Participants will only post comments that are on topic and in compliance with this policy. Participants are fully responsible for everything that they submit in their comments, and all posted comments are in the public domain. Discrimination against any views is not allowed, however

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PHACE administrators and group creators reserve the right not to post comments that are clearly off topic or in violation of this policy.

- 6.1.2.4 Any references to commercial entities, products, services, or other nongovernmental organizations or individuals that remain on the site are provided solely for the information of individuals using the PHACE. These references are not intended to reflect the opinion of the Department, or its officers or employees concerning the significance, priority, or importance to be given the referenced entity, product, service, or organization. Such references are not an official or personal endorsement of any product, person, or service, and may not be quoted or reproduced for the purpose of stating or implying the Department's endorsement or approval of any product, person, or service.
- 6.1.2.5 The PHACE is not open to comments promoting or opposing any person campaigning for election to a political office or promoting or opposing any ballot proposition.
- 6.1.2.6 The PHACE is not open to the promotion or advertisement of a business or commercial transaction.
- 6.1.2.7 Only comments that comply with this policy will be approved for posting.
- 6.1.2.8 This policy is subject to amendment or modification at any time to ensure its continued use is consistent with its intended purpose as a limited forum. PHACE Administrators will maintain the layout and features of the PHACE web pages and establish the user account roles and permissions.

6.2 ACCOUNTABILITY

- 6.2.1 Department-owned information held on third-party websites – All business-related information produced, collected and/or processed remains the property of DPH. This includes such information stored on third-party websites such as webmail service providers and social networking sites.
- 6.2.2 Sanctions – Where it is believed that an employee has failed to comply with this policy, they will face the Department's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.