

## **THE PRINCE PHILIP DENTAL HOSPITAL**

### **Guidelines on blocking the websites containing pornography, inappropriate and offensive material**

#### **PURPOSE**

The purpose of these Guidelines is to prohibit users from accessing websites through the Hospital network where they may have contained pornographic, inappropriate and offensive information, and set out the roles of users when they are web-surfing with the Hospital network.

2. These Guidelines is to be read in conjunction with the following relevant documents:

- [Section E6 of Human Resources Manual of the Hospital;](#)
- [Service Manual of the IT Office;](#)
- [Guidelines on Management of the Administrator Account of an Application System;](#)
- [Guideline on the Use of Hospital Windows Accounts, Email Accounts, Access through Personal Electronic Devices and Remote Desktop Connection;](#)
- [Guidelines on the Appropriateness to use the Hospital-owned Portable Electronic Storage;](#)
- [Guidelines on Third Party's Remote Access to Computer Systems and Network of The Prince Philip Dental Hospital;](#)

plus the useful kits of

- [Application for the Windows and Email Accounts;](#)
- [Application for the Remote Desktop Connection;](#)
- [Tips to write an email;](#)

#### **SCOPE**

3. These Guidelines apply to all Hospital staff members and students, as well as those who have to use the Hospital computers or network.

#### **ROLE OF THE INFORMATION TECHNOLOGY OFFICE (“IT Office”)**

4. IT Office has imposed an additional security layer to filter the following information (hereinafter called “unwelcome content”) while using the Hospital network:

- (a) Pornography;
- (b) Drug abuse;

- (c) Nudity and Risqué;
  - (d) Gambling;
  - (e) Tobacco; and
  - (f) Sales of weapons
5. IT Office shall liaise with the service provider and update the list of websites for upholding the appropriateness of web-filtering on a regular basis.
6. IT Office will bar users who from accessing websites containing unwelcome content, and the following warning message will be displayed to users when they try to access such websites:



## **ROLE OF THE USERS**

7. Notwithstanding the aforementioned additional security layer, users should never try to use the Hospital computers or network (e.g. Hospital Wi-fi) to access any websites containing unwelcome content. In the event that users could access any websites containing unwelcome content while they are web-surfing through PPDH network, they are encouraged to report to the IT Office ([it@ppdh.org.hk](mailto:it@ppdh.org.hk)).
8. Users are also not allowed to use the Hospital computers or any Hospital IT devices to connect to non-Hospital network to surf websites containing unwelcome content.
9. All users are also reminded to comply with relevant requirement as mentioned in the **Guidelines on the Use of Hospital Windows Accounts, E-mail Accounts and Network Share Access** regarding the spread of immoral material by using PPDH-owned IT equipment and the email. Particularly, they are reminded that the Hospital computers or network should be used for work-related or training-related purposes.
10. Violators of these Guidelines may subject themselves to disciplinary action.

