

COMPUTER AND E-MAIL USAGE

Amended 10/30/06

I. PURPOSE

To establish policies and procedures regarding computer and E-mail usage.

II. POLICY

Computers, computer files, and E-mail system, and software furnished to employees are County property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and E-mail usage may be monitored or audited. The County strives to maintain a workplace free of harassment and sensitive to the diversity of its employees, prohibits the use of computers and any E-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. The County purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the County does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. The County prohibits the illegal duplication of software and its related documentation.

The following provisions are applicable to the usage of computers and e-mail:

1. Use of computer resources is restricted to the user's job function within County government.
2. Users are not permitted to share their login ID's and/or passwords without authorization from the I.S. Department.
3. If a user suspects that an ID, password, or computer resource has been compromised or hacked, they must immediately notify the I.S. Department so that the appropriate action can be taken.

4. Users are not permitted to knowingly modify, delete, move, copy, or exchange any file/program/data/information that will harm or disrupt computer resources.

5. Users are not permitted to knowingly distribute viruses or exchange harmful programs/files.

6. The I.S. Department maintains the right to block access to any internet resource deemed inappropriate. Internet resources will be monitored and controlled.

7. Utilizing internet resources to access pornographic material, web surf, shop, game, play music, gamble, chat, file share, peer-to-peer network (P2P), virtual private network (VPN), connect to non-County email systems, instant message, or any other inappropriate use is not permitted without authorization from the I.S. Department.

8. Users are not permitted to purchase, install, or dispose of any networking device, computer software/hardware, or peripheral equipment without authorization from the I.S. Department.

9. Users are not permitted to use their own personal software/hardware without authorization from the I.S. Department.

10. Users are not permitted to attempt (to gain) or to gain access to unauthorized computer resources.

11. Users are not permitted to open, modify, delete, move, copy, or exchange any file/program/data/information that are not related to their job function within County government.

12. Users are not permitted to exchange, divulge, or grant access of any file/program/data/information with unknown sources or sources that have no direct working relationship with the function of County government.

13. Users are not permitted to use computer resources to create, exchange, or display any harassing, offensive, pornographic, or other

inappropriate material. This includes sending unsolicited bulk email, spam, and chain letters via email.

14. Users are not permitted to utilize computer resources for illegal purposes that are in violation of any federal, state, or local law.

15. Users are not permitted to utilize computer resources to violate any County policy.