



# Clear Hills County

Effective Date: **November 23, 2004**

Policy Number: **1214**

Title: **COMPUTER AND INTERNET USE**

## **1. Policy Statement**

- 1.1. Clear Hills County will establish procedures for the authorized use of County computers and internet. The purpose of this policy is to set out guidelines governing the access to electronic mail (e-mail) and the Internet. With the growing use of e-mail and the Internet, organizations are facing increased risks due to the misuse and abuse of these technologies.

## **2. Access to and Use of the Internet, E-mail and Computers**

- 2.1. Clear Hills County employees who are provided access to the internet and e-mail must comply with the Internet and Computer Use Policy. It is expected that all those who use the internet, e-mail and computers will do so responsibly. This policy has been developed to assist Internet users in the appropriate use of network technology. This policy is intended to address the use of all County-owned computing resources (i.e., on-site, laptop and dial-in) by all employees.

## **3. General Guidelines for Use of the Internet, E-mail and Computers**

- 3.1. The Internet is not only a resource, but a community inhabited by a wide range of users; therefore, extra care is required when distributing or accessing information.
- 3.2. Finding and retrieving information will be one of the major uses of the Internet. However, there is no formal organization of information and little in the way of validity checks. Please remember that accuracy and relevance of material found on the Internet cannot be guaranteed and a large part of the responsibility for ensuring accuracy of information lies with you. Sites may contain information that is out of date, erroneous, illegal, offensive, controversial or sexually explicit. The responsibility for identifying/avoiding information is yours.
- 3.3. Clear Hills County maintains virus control at the server. Any file you require to download or acquire from any remote source must be virus scanned and therefore needs to be done by the in-house staff member responsible for this function. In no circumstance should employees download any files or programs to their own work station. Any viruses that are found must be reported immediately to this staff member. No virus checking system shall be disabled by a user. Only county related documents may be downloaded directly to the network. Anything else (including but not limited to: personal documents, applications, utilities, video/audio clips, jokes, screen savers and

games) is prohibited. Employees needing more personal use of computers should take advantage of the Computer Purchase Program Policy.

- 3.4. Apply sound judgment to the Internet sites you access and e-mail you send and receive. As part of the management of this system, the software keeps a log of what is accessed and by whom. The Management Committee will designate a person to review these logs on a regular basis. Please do not abuse the privilege of Internet access or e-mail privilege given to you by the firm. All personal use of e-mail and internet must be done at coffee or outside your regular working hours.
- 3.5. Users are prohibited from disclosing their access codes/passwords to anyone and will be responsible for any use of their accounts by others to whom access has been given. It is recommended that users change their passwords periodically to prevent unauthorized use of their accounts. Users are not to use other users' access codes/passwords or Internet access. Any change in your password must be reported to the Controller.
- 3.6. Individuals are to send e-mail only from own County e-mail addresses.
- 3.7. Each Internet user will respect other users in their use of all Internet services, and will not inappropriately forward electronic messages received by them without the permission of the original author.
- 3.8. Guidelines concerning Conflict of Interest and Confidentiality apply to all usage of the Internet. Employees' duties shall be conducted in such a manner that confidence and trust in the integrity, objectivity and professionalism of the County are preserved or enhanced.
- 3.9. During business hours, use by staff is to be used only for legitimate County purposes, including e-mail, internet and computers. After 4:30 p.m. staff are allowed to make reasonable use of the County's Internet access, subject to all other provisions herein.

#### **4. Unacceptable Internet Use**

4.1. The following activities are prohibited:

- Using computing resources in any manner which is illegal;
- Uploading or downloading information or software in violation of copyright laws;
- Engaging in any communication that is obscene, defamatory, offensive or in violation of County Policy;
- Using computing resources for electronic "snooping", i.e., to satisfy idle curiosity about the affairs of others, with no legitimate business reason for

obtaining access to the files or communications of others (this prohibition applies to all users, including County communication system administrators);

- Sending, forwarding, redistributing or replying to "chain letters", or doing anything that results in County e-mail addresses receiving spam (i.e., junk mail) messages or solicitations;

**5. Monitoring and Consequences of Violations**

- 5.1. Clear Hills County reserves the right to capture, access and review all information transmitted or received. Staff should have no expectation of privacy in using our system. Authorized employees may need to view your e-mail for legitimate business purposes, and others may inadvertently view your messages. Periodic monitoring will occur, to ensure compliance with this policy. All system users are expected to exercise sound judgment.
- 5.2. Employees who fail to comply with these guidelines are subject to such appropriate measures as may be determined by the Management Committee, including but not limited to revocation of Internet privileges, discipline, or, where appropriate, termination of employment.

**6. End of Policy**

ADOPTED

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Date: November 23, 2004

AMENDED

Resolution #C213(04/10/07)

Date: April 10, 2007