

Iowa County Electronic Communications - Acceptable Usage Policy
Adopted November 2006

INTENT:

It is the intent of this policy to establish guidelines for any person using Iowa County's computing facilities, including computer hardware, printers, fax machines, phones, voice-mail, software, e-mail, and Internet and intranet access, collectively called "Information Technology".

PURPOSE:

All employees share Information Technology facilities at Iowa County and these resources are limited. These facilities are provided to employees for the purpose of conducting County business. The County does permit a limited amount of personal use of these facilities, including computers, printers, e-mail and Internet access. However, these facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to negatively impact productivity, disrupt County business, and interfere with the work or rights of others. Therefore, all persons are expected to exercise responsible and ethical behavior when using the County's Information Technology facilities. Any action that may expose the County to risks of unauthorized access to data, disclosure of information, legal liability, or potential system failure is prohibited and may result in disciplinary action up to and including termination of employment and/or criminal prosecution.

POLICY:

The use of the County's information technology facilities in connection with County business and limited personal use is a privilege but not a right, extended to various County employees. Users of Iowa County's computing facilities are required to comply with all policies referred to in this document.

Users also agree to comply with applicable country, federal, state, and local laws and to refrain from engaging in any activity that would subject the County to any liability. Iowa County reserves the right to amend these policies and practices at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable federal, state/province, and local laws.

To protect the integrity of Iowa County's Information Technology facilities and its users against unauthorized or improper use of County facilities, the County will monitor and investigate possible misuse. Iowa County reserves the right, without notice, to limit or restrict any individual's use of those facilities. The County may inspect, copy, remove, or otherwise alter any data, file, or system resource which is used in violation of County rules or policies. Iowa County does monitor and has implemented an internet filter for blocking users from accessing certain websites, and may increase the websites blocked as necessary. Iowa County also reserves the right periodically to examine any system and other usage and history as necessary to protect its Information Technology facilities.

SCOPE:

This policy applies to all Iowa County employees and users. It is the responsibility of all operating units to ensure that these policies are clearly communicated, understood and followed.

These policies also apply to State employees, limited term employees, software contractors, and vendors/suppliers providing services to Iowa County that bring them into contact with Iowa County's Information Technology infrastructure. An Iowa County employee who contracts for these particular services is responsible to provide the contractor/vendor/supplier with a copy of these policies before any access is given.

These policies cover the usage of all of the County's Information Technology and communication resources, including, but not limited to:

- All computer-related equipment, including desktop personal computers (PCs), portable PCs, terminals, workstations, PDAs, wireless computing devices, telecomm equipment, networks, databases, printers, servers and shared computers, and all networks and hardware to which this equipment is connected.
- All electronic communications equipment, including telephones, pagers, radio communicators, voice-mail, e-mail, fax machines, PDAs, wired or wireless communications devices and services, Internet and intranet and other on-line services.
- All software including purchased or licensed business software applications, County-written applications, employee or vendor/supplier-written applications, computer operating systems, firmware, and any other software residing on County-owned equipment.
- All intellectual property and other data stored on County equipment.
- All of the above are included whether they are owned or leased by the County or are under the County's possession, custody, or control.
- These policies also apply to all users, whether on County property, connected from remote via any networked connection, or using County equipment.

Detailed Electronic Communications Policy

1. The content of any and all electronic communications are the property of Iowa County and may be monitored to support operational, maintenance, auditing, security, and investigative activities. No employee should have any expectation of privacy as to his or her Internet usage or any other County provided electronic communications, e.g., e-mail, telephones including voice mail, computers, facsimiles, etc.
2. We reserve the right to inspect any and all files stored in private areas of the network in order to assure compliance with policy.
3. All installation, removal or disabling of software or hardware must be performed or authorized by IS. All other downloading is prohibited. By request, IS will download additional applications into a safe environment and be evaluated for compatibility with the County network. Any software or files downloaded or installed into the County network become the property of the county. Any such files or software may be used only in ways that are consistent with their licenses or copyrights and the County policies.

4. User IDs and passwords help maintain individual accountability for Computer/Internet resource usage. Any employee who obtains a password or ID for a Computer/Internet resource must keep that password confidential. Sharing of user IDs or passwords obtained for access to Internet sites is prohibited. Management reserves the right to the passwords for all data stored on its computers. There will be no file(s), programs or data that cannot be accessed by appropriate management personnel.
5. No employee may use County facilities to distribute pirated software or data.
6. Since a wide variety of materials may be deemed offensive by coworkers, colleagues, suppliers and the general Public, it is a violation of County policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or the county's business activities.
7. The display of any kind of sexually explicit image or document on any County system is a violation of the County's policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using County network or computing resources.
8. Transmitting or causing to be transmitted, communications that may be construed as sexually suggestive, offensive, demeaning, insulting, harassing or disparaging of others is prohibited. Messages which may be considered offensive are any messages which contain sexual implications, religious slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability are also not allowed.
9. Interfering with intended use of information resources, seeking to gain unauthorized access to information resources, or destroying, altering, dismantling or otherwise interfering with the integrity of computer base information and/or information resources is strictly prohibited.
10. No employee may use the County's Information Technology infrastructure to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.
11. Playing games on any Iowa County equipment is not allowed.

INTERNET

12. No employee may use the county's Internet facilities to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
13. Each employee using the Internet facilities of the County shall identify himself or herself honestly, accurately and completely (e.g., including one's County affiliation, position/title and function where requested) when participating in chats or newsgroups, or when setting up accounts on outside computer systems.
14. Only those employees or officials who are duly authorized to speak to the media, to analysts or in public gatherings on behalf of the County may speak/write in the name of the County to any newsgroup or chat room. Other employees may participate in newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee or agent of this County, the employee must refrain from any unauthorized political, union or religious advocacy and must refrain from the unauthorized endorsement or appearance of endorsement of any commercial product or service.

15. Use of County Internet access facilities to commit infractions such as misuse of County assets or resources, harassment which includes sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property are also prohibited by general County policy, and will be sanctioned under the relevant provisions of the personnel policies that apply to their position.
16. If an employee is accidentally connected to a site that contains sexually explicit or offensive material, he/she must disconnect from that site immediately, and notify the IS Department to remove potentially damaging data from County computer systems.
17. The County's Internet facilities and computing resources must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way.
18. Use of any County resource for illegal activity is grounds for discipline up to and including immediate dismissal. The County will cooperate with any legitimate law enforcement process that results from this activity.
19. The County will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives and backups on individuals' Internet activities, which could include resurrecting "deleted" files and messages.
20. All employees with Internet access must take particular care to understand the copyright, trademark, libel, slander and public speech control laws to ensure their use of the Internet does not inadvertently violate any laws which might be enforceable against the County.
21. Video and audio streaming technologies represent significant data traffic which can cause local network congestion. Unless deployed for job related use, accessing these resources is prohibited. (e.g Watching video clips, tv shows, sporting events, or listening to the radio, etc)
22. Downloading software from the Internet, unless it is an approved upgrade to an existing product via the vendor's web site, is prohibited unless approved for use by the IS Department.
23. Downloading screen-savers, desktop themes, and/or games from the Internet is strictly prohibited. Playing games on the Internet is prohibited.
24. Using the Internet to access personal email accounts for non work related activity is strictly prohibited. (e.g. Yahoo, MSN, Hotmail, Excite, AOL)

EMAIL

25. An Iowa County Email Address is intended only for official County business and all mail becomes property of Iowa County. You are expected to keep personal correspondence to a minimum.
26. Using Iowa County Email for any personal economic gain is not permitted.
27. Users are not permitted to send chain letters, viruses, and obscene or otherwise offensive material through Iowa County Email.
28. Employees shall not use a code, access a file, or retrieve another employee's e-mail messages without that person's permission. However, this rule does not prohibit designated Information Systems or supervisory personnel from reviewing or monitoring employee e-mail as appropriate.
29. Users should delete e-mail messages that they send, or that are sent to them, once the messages have served their original purpose. All non county related email and email

that is not considered an open record should be deleted. Employees must not delete messages (or files) that do not belong to them.

30. Users should not forward e-mail intended to be (and appropriately qualified as) confidential and for their use only.
31. Users should exercise caution with jokes or comments which may be misunderstood or inconsistent with conducting the business of the County in a professional manner.

SOFTWARE

32. All purchases/downloads of new software must be approved by the IS Department. Pursuant to Iowa County Resolution #1-0999, the IS Department/Committee must review and authorize the purchase of any new software for any computer on the County network.
33. Duplication of County-owned software through any medium (e.g., DVD, CD-Rom writer, diskettes) for personal use or unauthorized distribution is prohibited.
34. All software must be used only in ways that are consistent with their licenses or copyrights and the County policies.
35. Installation and/or use of personal software from home on County owned computers is prohibited.
36. Employees shall respect and abide by the terms of software licenses, including, but not limited to a prohibition on reproduction of licensed software.
37. Any suspected misuse of software shall be reported to the appropriate supervisor.

HARDWARE

38. No new computer hardware can be installed without informing the IS Department. Pursuant to County Resolution # 1-0999, the IS Department/Committee must review and authorize the purchase of any new computer hardware.
39. Computer equipment is not to be relocated or reassigned without informing the IS Department.
40. Swapping internal computer hardware equipment (such as network cards, video cards, hard disks, etc.) from one PC to another without authorization from a member of the IS Department is strictly prohibited.
41. Computer equipment cannot be taken home without written authorization from the IS Department (except laptops and notebooks). Employees taking *any* computer equipment home (including laptops or notebooks) must have permission from their department head.
42. The IS Department must approve any lease or contract for professional services that relates to computer hardware. This includes design, support or maintenance of computer hardware, networking, Internet, and computer repair services.
43. Any non County hardware, such as vendor or state laptops, must be approved by IS prior to connecting to the County network for any resources, such as internet use.
44. Any County computers/laptops that are removed from the network in excess of a month must be reviewed by IS prior to reconnecting to County resources to make sure it is not a security threat.

ACCEPTABLE USE

45. Personal use of County resources should be done in a manner which does not interfere with normal operations of the County. Excessive personal use or use that interferes with normal County business may result in the County restricting or prohibiting all personal use for an employee and/or department.
46. Wishing a "happy birthday" or advising of an agency sponsored social event over e-mail is permitted.
47. Advising employees of recreational activities or opportunities, such as holiday parties, picnics, retirement parties, etc. is allowed.
48. Use of the internet to retrieve general information during non-working time (i.e.: reading the newspaper on-line, checking weather forecast) is acceptable.
49. Using an appropriate personal picture as your background on a computer is acceptable.
50. Personal use of County Information Technology must be done at no cost to the County and has to be limited to lunch time, break time, or 15 minutes before or after the employees normal work day.
51. IT resources should not be used for any purpose that employees would not want coworkers or members of the general public to witness. All information stored on County equipment is not considered private and may be disclosed under applicable Open Records laws or as required by litigation.
52. If an employee has a question about the proper use of the Internet, it shall be their responsibility to obtain guidance from their Department Head or Personnel Department prior to such use.

COPY MACHINES

53. Departments will be assigned a code for the use of copy machines. These codes will be used to keep track of the number of copies or pages printed each department makes and will be used to calculate the cost that will be charged back to that department. Departments will be charged the actual cost the County incurs per page.
54. Personal or public copies will cost \$.25 a page for departments where statutes, resolutions, or ordinances have not set a fee.
55. The I.S Department procures all copy machines based on the needs of a department. Purchasing, Leasing, or obtaining a copier that is not procured through the IS Department is prohibited.

My signature indicates that I read and understand The County's Electronic Communications Policy. I understand that violating these policies or applicable local, state and/or federal laws may be subject to immediate loss of all computers, e-mail, and Internet privileges. In addition, disciplinary action may be taken against any violator under County personnel policies and procedures.

Signature

Date