County of Allegan

COUNTY OF ALLEGAN POLICIES AND PROCEDURES MANUAL **Date:**
Chapter , Section ,

Subject: Computer And Internet/Intranet Acceptable Use Policy

I. **PURPOSE:** This policy delineates acceptable use of computers and the Internet/Intranet by County employees, volunteers, and contractors while using Government-owned or -leased equipment, facilities, Internet/Intranet addresses, or domain names registered to Allegan County. The County reserves the right to change these policies at any time.

II. **APPLICATION** Applies to all personnel.

III **DEFINITIONS** See Chapter 1, Section 1, Subject Glossary.

Network:

1. Any Allegan County employees (full-time, regular or irregular part-time, job share, co-op or temporary), including but not limited to, all Court employees, Elected Officials and staffs that use the Allegan County Information System.
2. Any individuals that gain access to any portion of the Allegan County Information System, including but not limited to, public members, contracted staff, volunteers, and outside agencies.

Computer(s):

This policy applies to any resource designated as part of the Allegan County Information System. This includes, but is not limited to, computers, peripherals, Internet/Intranet Protocol addresses, domain names registered to the County, and other equipment.

IV **REFERENCES** N/A

V **POLICY**

1. Allegan County promotes Internet/Intranet and computer use that enables employees to perform County missions and encourages its employees, volunteers, and independent contractor personnel to develop applicable skills and knowledge. It is expected that employees will use their computers and the Internet/Intranet to improve their job knowledge; to access scientific, technical, and other information on topics, which have relevance to the County; and to communicate with their peers in other Government agencies, academia, and industry. Users should be aware that when access is accomplished using Internet/Intranet addresses and domain names registered to Allegan County, they might be perceived by others to represent the County. Users are advised not to use the Internet/Intranet for any purpose that would ever reflect negatively on the County or its employees.

2. The use of electronic information resources at Allegan County is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action, including the possibility of termination, and/or referral to legal authorities. Allegan County may limit, suspend, or revoke network and/or Internet/Intranet access for any reason or for no reason.

3. The County of Allegan reserves the right to monitor all E-mail messages either composed or received in the E-mail system. It is possible that E-mail sent from the County's system can be intercepted on the system and on the Internet/Intranet, therefore the user should not expect any degree of privacy regarding E-mail messages. E-mail messages deleted by the user may be retrievable from the hard drive, backup tapes, or the receiving or sending E-mail system. All data, information, or records generated in or by any computers or communications systems are

the property of Allegan County. Allegan County reserves the right to use any E-mail or other files found in its system for its business activities and to disclose E-mail and other files to appropriate personnel. (Content of E-mail sent to and from Court Employees with not be reviewed without the permission of the court)

4. Individuals using Government equipment to access the Internet/Intranet are subject to having activities monitored by system or security personnel. Use of this system constitutes consent to security monitoring, and employees should remember that sessions are not private.

5. The following uses of computer hardware and peripherals are not permitted:

   a. Opening or defacing any Information System related equipment for any purpose.
   b. Relocating any type of equipment from the location designated by the Information Services Department.
   c. Applying excessive force or misuse to any Information System Department related equipment.
   d. The following uses of computers and computer software are forbidden:
   e. Installing any type of software, County approved or unapproved, on County computers. This includes freeware, shareware, trialware, demoware, etc. All types of software must be approved and installed by the Information Services department. This includes, but is not limited to screen savers and "wall paper".
   f. Downloading and/or installing any software or file from the Internet/Intranet that is not directly related to Allegan County business and/or approved by Information Services.
   g. Opening and/or executing E-mail attachments that are not directly related to Allegan County business and/or approved by Information Services prior to opening.
   h. Access, retrieve, send, or print and text and graphics information that exceeds the bounds of generally accepted standards of good taste and ethics.
   i. Use or access to the intentional display or distribution of files containing the following: obscenity, profanity, pornography; expressions of animosity or bias against individuals, groups or organizations, material in violation of regulations prohibiting sexual harassment or other non-business like activities.
   j. Engage in any unlawful activities or any other activities that would in any way bring discredit on Allegan County.
   k. Engage in any activity that would compromise the security of any Government host computer.
   l. Sharing or disclosing of log-in passwords with other users.
   m. Alter computer settings for personal use. These settings include desktop wallpaper and icons, screen savers, menu colors, and fonts unless approved by an authorized representative of the Information Services Department.
   n. Store any files on PC hard disks not designated for file storage by Information Services. Information Services is not responsible for data lost from computer hard disks. All files stored on Allegan County servers are backed up regularly.
   o. Any diskettes containing files or programs must be virus scanned before loading.
   p. Install County-owned software on home computers without expressly receiving written permission from the Information Services Department.
   q. Install personal software on County-owned computers without expressly receiving written permission from the Information Services Department.
   r. Allow unauthorized users access to private and/or sensitive files. Files should be stored in their appropriate directories based on the hierarchical structure developed by Information Services. Files intended for personal use only should be stored in the user's personal directory. Files for use within a department should be saved in the department's directory. Files for use throughout the County should be stored in the "Courthouse" directory.

Note: Allegan County is responsible for all penalties associated with "software piracy" and/or the illegal use of software on any machine for which Allegan County has "financial accountability." This includes software that has either been self-installed, installed by Information Services, or by anyone else.

6. The following uses of Internet/Intranet, the AlIegan County Network and Other Connectivity Resources and Email are prohibited:

a. Access, retrieve, or print text and graphics information that exceeds the bounds of generally accepted standards of good taste and ethics.
b. Use or access to the intentional display or distribution of files containing the following: obscenity, profanity, pornography; expressions of animosity or bias against individuals, groups or organizations, material in violation of regulations prohibiting sexual harassment or other non-business like activities.
c. Engage in any unlawful activities or any other activities that would in any way bring discredit on Allegan County or an elected official.
d. Engage in personal commercial activities on the Internet/Intranet, including offering services or merchandise for sale or ordering services or merchandise from on-line vendors.
e. Engage in any activity that would compromise the security of any local, state of federal government host computer. Internet/Intranet and Email log-in passwords will not be disclosed or shared with other users.
f. Engage in any unapproved and/or excessive bandwidth use. This includes listening to or viewing streaming audio and video from the Internet/Intranet and playing of games.
g. Use Allegan County provided email for purposes that are not beneficial to or directly related to Allegan County Business. This includes sending and receiving personal messages to\from County email accounts (This includes sending messages using any email account to a know Allegan County address).
h. Create personal email accounts on Allegan County computers. Any types of accounts that are not provided by the Information Services Department are not permitted on County computers.
i. Engage in any fund raising activity, endorse any product or services, participate in any lobbying activity, or engage in any active political activity.
j. Participate in news groups, chat sessions, or E-mail discussion groups without approval from the IS Department. These include any chat sessions initiated through a messaging program.
k. Download files and information for personal use.
l. Using Internet/Intranet/email in any way that violates copyright laws.
m. Misrepresenting one's identity to compose or intercept messages.
n. Using Internet/Intranet/email for commercial purposes other than the business of the County.
o. Creating offensive or malicious messages. These would include, but not be limited to messages that contain profanity, sexually explicit content, race, natural origin or gender specific comments, threats or harassment or any other violations of another’s civil rights as outlined in Title VI of the 1964 Civil Rights Act or it’s amendments.
p. Using the Internet/Intranet/email system for gambling, betting pools or investment clubs.
q. Send or participate in Email chain letters.
r. Engaging in any email activity that would create liability for the County of Allegan.
s. Allow individuals who are not employed by Allegan County to use a County employee's email system or account. Only County employees who have an email account and password are permitted to use the email system. Email accounts will only be established once the employee has read the Allegan County Computer and Internet/Intranet Acceptable Use Policy and has signed the Allegan County Computer and Internet/Intranet Acceptable Use Policy Acknowledgment Form (see enclosure).
t. Upon termination of employment, that user's email account and privileges will be revoked.
u. Inappropriate use of network resources during personal or working time over any type of medium. This includes connections via modem, fiber, cable etc.

7. Supervisors of County employees, including court administrators, department heads, and elected officials, will have the initial authority in determining whether an employee requires Internet/Intranet skills to accomplish their assigned duties. Supervisors have the responsibility for:

a. Advising employees of their responsibilities as a result of this policy.
b. Enforcing this policy.
c. Initiating the first step in determining whether or not an employee's behavior is acceptable.

8. Users are responsible for:

a. Following established security policies and procedures outlined in this policy in their use of Internet/Intranet

services. They will also refrain from any practices that might jeopardize the County's computer systems and data files.

b. Learning about Internet/Intranet etiquette, customs, and courtesies, including those procedures and guidelines to be followed when using remote computer services and transferring files from other computers.
c. Familiarizing themselves with any special requirements for accessing, protecting, and utilizing data, including Privacy Act materials, copyrighted materials, and procurement sensitive data.
d. Conducting themselves in a way that reflects positively on the County, since they are identified as County employees on the Internet/Intranet.

9. Exceptions - A department head must submit a written request for exception(s) to the provisions of this policy to the Information Services department.

VII EXHIBITS Computer and Internet/Intranet Acceptable Use Policy User Agreement

Computer and Internet/Intranet Acceptable Use Policy – Disciplinary Action

PURPOSE: The purpose of this policy is to provide an outline of responsibilities as they pertain to the Computers and Internet Acceptable Use policy. This policy will also outline the actions taken by the Information Services Department upon violation of the Computers and Internet Acceptable Use policy. This policy is not to be confused with the County progressive disciplinary policy but it is a supplement to it.

APPLICATION: This policy applies to:

1. Any Allegan County employees (full-time, regular or irregular part-time, job share, co-op or temporary), including but not limited to, all Court employees, Elected Officials and staffs that use the Allegan County Information System.

2. Any individuals that gain access to any portion of the Allegan County Information System, including but not limited to, public members, contracted staff, volunteers, and outside agencies.

DEFINITIONS:

1. ACCIAUP: Allegan County Computer and Internet Acceptable Use Policy.

2. Group I: Any individual violating article: 5e, 5f, 5g, 5m, 5n, 5o, 6f, 6g, 6i, 6j, 6k, 6n, OR 6u of the ACCIAUP as they pertain to Computer Hardware/Software and Network or Internet and Email.

3. Group II: Any individual violating article: 5a, 5b, 5c, 5h, 5l, 5p, 5q, 5r, 6a, 6d, 6h, 6l, 6m, 6r, OR 6s of the ACCIAUP as they pertain to Computer Hardware/Software and Network or Internet and Email.

4. Group III: Any individual violating article: 5i, 5j, 5k, 6b, 6c, 6e, 6o, OR 6p of the ACCIAUP as they pertain to Computer Hardware/Software and Network or Internet and Email.

REFERENCES:

POLICY:

COMPUTER HARWARE/SOFTWARE AND NETWORK

GROUP I

FIRST OFFENSE……..……...INSTRUCTION AND CAUTIONING
SECOND OFFENSE……LOSS OF OR RESTRICTED USE OF COMPUTER AND/OR NETWORK
THIRD OFFENSE……..……..LOSS OF COMPUTER

NOTE: Consideration will be given to the severity of the offense, the cost(s) involved, the time interval between violations, the length and quality of service record, and the ability of the employee concerned. In each case where the penalty deviates from the recommended standard penalties, the reasons for such deviation will be noted.

GROUP II

FIRST OFFENSE…… LOSS OF OR RESTRICTED USE OF COMPUTER AND/OR NETWORK
SECOND OFFENSE……...LOSS OF COMPUTER

NOTE: Consideration will be given to the severity of the offense, the cost(s) involved, the time interval between violations, the length and quality of service record, and the ability of the employee concerned. In each case where the penalty deviates from the recommended standard penalties, the reasons for such deviation will be noted.

GROUP III

FIRST OFFENSE…….LOSS OF COMPUTER

NOTE: Consideration will be given to the severity of the offense, the cost(s) involved, the time interval between violations, the length and quality of service record, and the ability of the employee concerned. In each case where the penalty deviates from the recommended standard penalties, the reasons for such deviation will be noted.

INTERNET AND E-MAIL

GROUP I

FIRST OFFENSE……...……...INSTRUCTION AND CAUTIONING
SECOND OFFENSE……LOSS OF OR RESTRICTED USE OF INTERNET AND/OR E-MAIL
THIRD OFFENSE……...……..LOSS OF COMPUTER

NOTE: Consideration will be given to the severity of the offense, the cost(s) involved, the time interval between violations, the length and quality of service record, and the ability of the employee concerned. In each case where the penalty deviates from the recommended standard penalties, the reasons for such deviation will be noted.

GROUP II

FIRST OFFENSE……LOSS OF OR RESTRICTED USE OF INTERNET AND/OR E-MAIL
SECOND OFFENSE……...LOSS OF COMPUTER

NOTE: Consideration will be given to the severity of the offense, the cost(s) involved, the time interval between violations, the length and quality of service record, and the ability of the employee concerned. In each case where the penalty deviates from the recommended standard penalties, the reasons for such deviation will be noted.

GROUP III

FIRST OFFENSE…….LOSS OF COMPUTER

NOTE: Consideration will be given to the severity of the offense, the cost(s) involved, the time interval between violations, the length and quality of service record, and the ability of the employee concerned. In each case where the penalty deviates from the recommended standard penalties, the reasons for such deviation will be noted.

Personnel violating the computer and internet policy subject themselves to the actions outlined above as well as disciplinary actions by the appropriate Department up to and including termination of employment.

Personnel refusing to sign the acknowledgement sheet of this policy will be denied the use of any equipment related to the Allegan County Information System.

Computer and Internet/Intranet Acceptable Use Policy User Agreement

I acknowledge having read the Computer and Internet/Intranet Acceptable Use Policy and understand that my use of the Network and other related systems may be monitored. I hereby agree to comply with the conditions of acceptable use as described in the policy.

I acknowledge my understanding that any violations of the provisions of the published policy may result in the loss of my user account and/or in disciplinary and/or legal action, up to and including termination of my employment. I agree to report any misuse of the electronic information resources to my site systems administrator.

_____

User Name -- (Please print):

_____ _____

User Signature: Date: