

# COUNTY OF JACKSON POLICY MANUAL

## ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

### I. Purpose

The County's goal in providing electronic resources to employees is to promote productivity and service to the public by facilitating resource sharing, innovation, state of the art information access, and enhanced communications. In providing electronic infrastructure for the general use of county employees the following objectives must be met:

- A. **Network Availability** – The purpose of the network is to accomplish the business needs of the organization. Non-work related use shall not jeopardize the availability of electronic resources.
- B. **Network Security** – The intention of County network security is to protect the County's business transactions and information.
- C. **Legal Use** – The County will comply with all State and Federal laws in maintaining and regulating the use of electronic information.
- D. **Professional Reputation** – The County will maintain a reputation for being a professional organization where employees are responsible stewards of public trust.

### II. Recognitions

- A. The County recognizes that the availability of information and resources is an asset that can improve efficiency.
- B. The County recognizes that computers and the Internet are a means of communication and business for all businesses, governments, and organizations. As such, reasonable and responsible personal use may be a more efficient means of integrating non-work matters with work responsibilities to produce a higher producing and more satisfied employee.

### III. Internet Use Standards

Internet access is supported by a complex association of external network providers and Jackson County support. Effective County use of the Internet depends heavily on the proper conduct of users who must adhere to these guidelines. Internet access is a privilege granted by the County to certain personnel to allow them to use such access to better serve their department, the County, and residents of the County.

A. Acceptable Internet Uses

1.

1. Use that supports a work related responsibility.
2. Use consistent with the rules appropriate to any network being accessed.
3. Use that prevents employees from being called away from the workplace (e.g. dependent care).
4. Minimal recreational use that does not interfere with the performance of an employee's duties or productivity.

B. Prohibited Internet Uses

1. Unauthorized use of copyrighted material
2. Sending or downloading of threatening or obscene material (including pornography).
3. Distribution of material protected by trade secret.
4. Downloading of large amounts of unessential data.
5. Extensive surfing of the internet that interferes with productivity and discharge of responsibilities.
6. Streaming audio or video not related to the responsibilities of the employee's position.
7. Internet gaming.
8. Maintaining activity on behalf of organizations or individuals having no affiliations with Jackson County Government.
9. General broadcast email (to all County employees) without the consent of the County Administrator/Controller.

**IV. Workstation, Laptop and Other Device Standards**

A. Security

1. Employees shall not use another individual's account.
2. Employees shall not reveal his/her password to another person.
3. Do not show or identify security problems to anyone other than the system administrator.
4. All equipment connected to the County network must use an IT approved anti-virus software package which continually scans for threats.
5. Employees shall not circumvent any user authentication process or use any means to attempt to gain unauthorized access
6. Employees shall not engage in any activities which compromise network security. Examples include, but are not limited to, packet sniffers, port scanners, interfering or denying service to other users (denial of service attacks), etc.

7. Installation of non-Information Technology Department approved hardware or software is prohibited.
8. Information Technology Department staff are the only individuals authorized to alter hardware and software configurations.

C.

#### V. **Vandalism/Harassment**

1. Vandalism is defined as any malicious attempt, whether deliberate or inadvertent, to harm or destroy equipment, data, the Internet, or other networks and will not be tolerated. This includes but is not limited to creating or uploading computer viruses.
2. Harassment is defined as the persistent annoyance of another user or their work effort. This includes, but is not limited to, sending unwanted e-mail.

D.

#### VI. **Penalties**

1. Violations of the use standards set forth in this document may result in disciplinary action up to and including termination.
2. Excessive personal or recreational use of the Internet or email shall be dealt with as it relates to the employee's performance. Leisurely use of electronic resources is not an excuse for poor performance.
3. Attempting to log in as another person may result in cancellation of privileges.
4. Vandalism or harassment, as defined above, will result in cancellation of the offending users' account as well as possible criminal penalties.
5. Any user violating these provisions or applicable state and federal laws may be subject to loss of network privileges, disciplinary sanctions, and possible criminal prosecution.

#### VII. **Warnings**

1. The County does not guarantee or imply any protection or security for personal transactions made using county electronic resources.
2. The County makes no warranties regarding internet information.
3. The County will not be responsible for any damages a user may incur, including loss of data.
4. The quality and accuracy of information obtained through the County's Internet connection is not the responsibility of the County.
5. County support staff will not be deterred from more important responsibilities to accommodate troubleshooting requests related to personal use of county resources.
6. Emails are subject to the Freedom of Information Act (FOIA) requests and review by supervisors.
7. Employees do not have an expectation of privacy for internet or device use beyond what is afforded under current policies and statutes. The County can

monitor internet usage for performance, troubleshooting, abuse, or in support of investigations.

8. All terms and conditions as stated in this document are applicable to all users of the County network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Michigan and United States of America.

Adopted: 4/21/98  
Revised: 2/17/09  
Revised: 10/17/17