

## INFORMATION TECHNOLOGY/ ELECTRONIC COMMUNICATIONS POLICY

**Purpose:** To ensure that all employees utilize the County computer systems, leased or owned, and any and all other electronic devices provided by the County in an effective, efficient, ethical and lawful manner.

**Policy:** Computers, computer networks and files, e-mail systems, voice mail systems, Internet access, PDA's (Blackberries, etc.), cell phones and other electronic devices and software furnished to employees by Carroll County (collectively referred to in this policy as "County IT Resources") are the property of Carroll County and are intended for business use only. Deleting, altering, or sharing any confidential, proprietary, or any other information during employment or after separation of employment is prohibited, unless the employee has prior management authorization. All employees are obligated to use County IT Resources lawfully and responsibly in the best interests of Carroll County. *No employee should have any expectation of privacy in their use of County IT Resources or with respect to any information stored, created, received, or sent using County IT Resources. Employees should also note that the use of User ID's and passwords does not create a right of privacy or diminish Carroll County's right to access and/or monitor County IT Resources.*

### **General Use:**

**ID's/Passwords** - Each employee will be given a User ID and password to access the computer issued to the employee and the County's network. User ID's and passwords are confidential. *Never share passwords with ANYONE* including the Network Administrator. No employee shall use any other employees User ID and/or password, access another person's files, or access or retrieve any stored communication or email, other than his/her own, without first obtaining appropriate authorization. User ID's and passwords shall not be shared with anyone outside the organization. Unauthorized access of another employee's emails, stored files, storage devices, or software will be considered a breach of this policy. It is every employee's responsibility to immediately shut down the computer issued to them if it is found to be logged on under another employee's ID, and to immediately report the incident to their Supervisor. It is expected that every employee with access to the County's IT Resources shall log off their personal account any time they are not actively working, and should shut down their computer at the end of their shift.

**E-mail** - E-mail is a communication tool to be used for business purposes. It may not be used to solicit others for commercial ventures, to contact outside organizations (except to conduct Carroll County business), or for other non-business matters. In general, employees should not put anything into an e-mail that would not also be appropriate for a formal memo. E-mail messages and other electronic communications sent or received should be written with the same care, judgment, and responsibility as would be used with business correspondence on Carroll County letterhead and in the same professional and business-like manner. Threatening, harassing, discriminatory, libelous, racially and/or sexually motivated or explicit messages are strictly prohibited.

**Monitoring** – Carroll County reserves the right to access and review, at any time, all information in any Carroll County IT Resources. Carroll County reserves the right to install filters and/or monitor employee use of County IT resources with or without notice. This may also include monitoring of deleted files, metadata, and other electronic information stored on Carroll County's central back up systems and end users computers. Employees should not hold any expectation of privacy in their use of Carroll County computers, e-mail systems, Internet, or any other County IT Resources.

**Internet Use** – Access to the Internet is intended for business use only. The use of the County's internet service to access internet based social networking sites is prohibited except as required by law enforcement officers in the performance of their duties.

**Harassment Compliance** – Carroll County prohibits the use of its IT Resources as a means of harassment or bullying as defined by County policy. Downloading, displaying or transmitting sexual images, messages, cartoons or off-color jokes, ethnic or religious slurs, racial comments or jokes, or other items that may be construed as harassment or bullying are prohibited.

**Software** – Carroll County computers, software, and other County IT Resources are important assets of Carroll County and are to be used only in full compliance with the laws and only for the purposes required by Carroll County. Software licensing and/or copyright violations can result in substantial civil and criminal penalties. Unauthorized use, copying, manipulation or transfer of software is prohibited.

The guidelines listed below are to be observed by all Carroll County employees whether or not their County-issued computers or other County IT Resources are located on Carroll County property.

- No employee may install or store any software (this is to include free software or software paid for by another party) on the hard drive of any Carroll County computer or other County IT Resource without the prior written approval from the Network Administrator.
- No employee may move or copy any software acquired for use by Carroll County. The only exception is copies that are required for backup or archival purposes.
- No employee of Carroll County may lend the original or any copy of any software to other County departments or other parties without prior written approval from the Network Administrator.
- No employee may remove any software disks, CD's, drives, acquired for use by Carroll County from the County premises, to run this software on an employees personal computer or other non-county computer or device without prior written approval from the Network Administrator.
- No employee may install personal software, data or content (e.g. media, web content) or attach personal media such as floppy diskettes, CD/DVD or USB drives to run on a Carroll County computer or other County IT Resource without written approval from the Network Administrator.
- No employee may access or attempt to gain access to a file, computer or other County IT Resource to which the employee is not authorized.

**Sabotage** – Destruction, theft, alteration, or any other form of sabotage of Carroll County's IT Resources is prohibited. Breaking into and/or intentionally corrupting any County IT Resource and/or hacking into a third party IT Resource using Carroll County's IT Resources is prohibited. Viruses, worms, destructive programs and/or any suspected vulnerability in Carroll County's IT Resources should be reported to the Network Administrator immediately.

**Termination of Employment** – Upon separation from employment, any County IT Resources belonging to Carroll County including, but not limited to, computers or other business equipment, CD's, disks, Zip drives, USB portable drives, PDA's, and other removable drive devices, and KRONOS cards must be returned with the appropriate User ID's, passwords and any other information necessary for Carroll County to continue using this equipment.

**Violation of Electronic Communication Policy** – Any violation of this Policy must be reported to the employee's immediate Supervisor, Department Head or Human Resources, who in turn will notify the Network Administrator. Violations of this policy may lead to disciplinary action up to and including termination of employment, where appropriate.