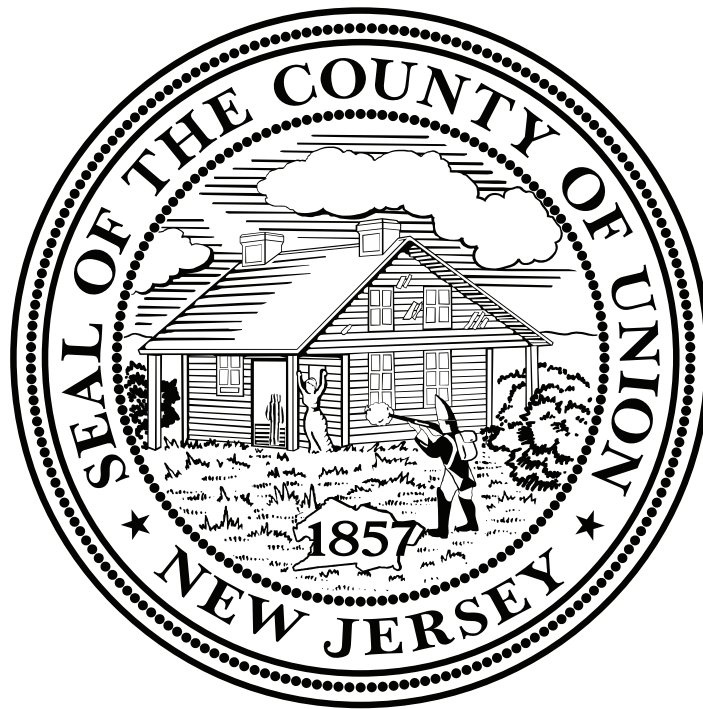


COUNTY OF UNION

Computer Use Policy



Union County

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UNION COUNTY BOARD OF
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COUNTY OF UNION COMPUTER USE POLICY

INTRODUCTION

In order to provide a viable data and communication system for the County of Union that supports the needs of all its departments, security and confidentiality of the information must not be compromised. Security is a major concern throughout every office of Union County Government. This policy, procedure and regulation will apply to the day-to-day operations of all County of Union information and technology equipment, as well as mobile or portable units.

Although this policy comprehensively addresses current security concerns, impending and future system developments may require additional security considerations. Every employee of the County of Union must be cognizant of the potential for civil liability inherent in the dissemination of information obtained through the County of Union information systems.

Policies, procedures, and regulations presented in this policy are intended to serve as a standard security requirement and do not preclude the County of Union from invoking additional security policy measures.

DEFINITION OF TERMS

- County – County of Union
- Dissemination – Written or verbal communication of information
- Electronic Information Device – Any device designed for the transmission or storage of electronic data
- Employee – Any employee of the County of Union
- Hardware – Any internal or external peripheral device installed or attached to an Electronic Information Device
- IT Staff – Division of Information Technologies staff assigned as system administrators.
- Laptop – Computer designed for portable or mobile use not permanently mounted in a vehicle
- Server – Computer designed to be a System, Data or Lan Controller
- Software – A computer program or package designed for use on any Electronic Information Device
- Workstation – Desktop Computer Workstation

AUTHORITY

The County of Union reserves the right to prosecute in a civil or criminal manner as well as discipline in accordance County rules and regulations any employee who violates any section of this policy. The Bureau Chief of Information Technologies, Telecommunications, IT Staff, County Manager or designee have the express right to access any electronic information device utilizing any administrative or user password for the purpose of troubleshooting, supporting or maintaining the computer network or while investigating an incident or violation of this policy. All Electronic Information Devices, their contents, email or electronic correspondence originating from or arriving on a device owned or authorized on the County computer network, is the property of the County of Union and is subject to entry and inspection without notice. Any

data or information created or stored on the county computer network becomes the sole property of the County of Union. Ownership of said data is forfeited and all rights to ownership are surrendered to the County of Union. In order to insure that the County's Electronic Network is being used only for legitimate business purposes, the County reserves the right to enter or search any computer file, the e-mail system, and/or monitor computer and e-mail use. Accordingly, no employee of the County of Union should have any reasonable expectation of privacy regarding their use of a County computer or when utilizing the County's computer network, including, but not limited to, electronic mail.

USER AUTHORIZATION

Any authorized user of an Electronic Information Device shall utilize said device for **government purposes only**. All non-governmental or non-job related use of the Internet, e-mail, data storage or network system is strictly prohibited. Accepting authorization or accessing any Electronic Information Device on the County's Computer Network, is a waiver of the users right to privacy and a condition of using the network. Users grant access by implied and express consent to all data, records and files, either computer generated, computer stored, human generated or human stored

DISSEMINATION

All information on the County of Union Computer Network is the property of the County. Dissemination of any information gained from this network will be predicated by a reasonable assurance that the person/agency receiving the information is authorized to receive it.

PHYSICAL AND VISUAL SECURITY

Every Workstation, Laptop, Server or Electronic Information Device which is owned by the County and has been issued for use to an employee remains the property of the County. All software, hardware, or data files installed on or in said device become the property of the County. All employees of the County of Union must assume responsibility for, and enforce, system security.

INSTALLATION OF SOFTWARE OR HARDWARE

The County of Union may assign to its employees county owned computers or electronic devices for official business purposes. Such computer equipment and its contents are and remain the property of the County of Union. Personnel are prohibited from installing unauthorized hardware or software, and from storing personnel information in Electronic Information Device, regardless of any password protection or encryption. No person shall install or introduce an Electronic Information Device to the network that is not owned or maintained by the County without prior authorization. Any employee that requires a special software program, package, or peripheral device, which would improve in the effectiveness of his/her job or function, may request installation by the IT Staff. No employee shall install, download, add, delete, modify, alter or change any software, hardware or setting without the express permission of the System Administrator or IT Staff. Any intellectual data created, stored locally or virtually outside the network, introduced or transmitted through an Electronic Information Device or network infrastructure, owned or authorized by the County shall become the property of the County.

SECURITY OF USERS

User Authentication is a security measure designed to verify the identity of the user and establish that person's eligibility to receive information. Each employee will be assigned a unique User ID for the County Network and any other software as applicable. Each User ID will be authenticated by a password of the Users choice. The following guidelines will serve to ensure that the network remains secure at all times.

- All User ID's and Passwords will be kept strictly confidential.
- No employee will divulge any ID or Password to any other employee other than System Administrator or IT Staff.
- Any employee who believes his/her password has become compromised shall immediately notify an IT Staff member for a password change.
- Any employee with knowledge of a compromised password shall immediately report same to the System Administrator.
- No employee shall utilize any ID or Password that is not his/her own to access any Electronic Information Device, Network, or software program.
- All Devices will be logged off at the end of each duty shift or whenever left unattended by an authorized user for an extended period of time.

PROHIBITED USES

Prohibited uses include all illegal and/or unauthorized use of the systems. The below list, includes but is not limited to, actions or uses that are prohibited:

- Changing any setting or configuration in any software package or operating system.
- Installation of unauthorized software or peripheral equipment.
- Violation of copyrighted material, including unauthorized reproduction of software or its related documentation that the County of Union may use for governmental business purposes.
- Purposely, knowingly, intentionally or unintentionally causing or aiding the spread of computer viruses.
- Purposely, knowingly, intentionally or unintentionally, accessing equipment or software he/she does not have authorization to access.
- Purposely, knowingly, intentionally or unintentionally, accessing the internet without authorization.
- Purposely, knowingly, intentionally or unintentionally hacking with or into any electronic information device.
- Using the County Network or any Electronic Information Device for private business, personal gain, or profit.
- Using obscene, defamatory, threatening, harassing or offensive language on the systems.
- Downloading, viewing, printing or distributing obscene, pornographic or adult material.
- Representing personal opinions as those of the County of Union.
- Intentionally interfering with the normal operations of the County of Union's computers or network infrastructure.
- Sending and/or forwarding email county-wide without proper authorization.
- Sustaining high volume network traffic, which substantially hinders other the use of the network.