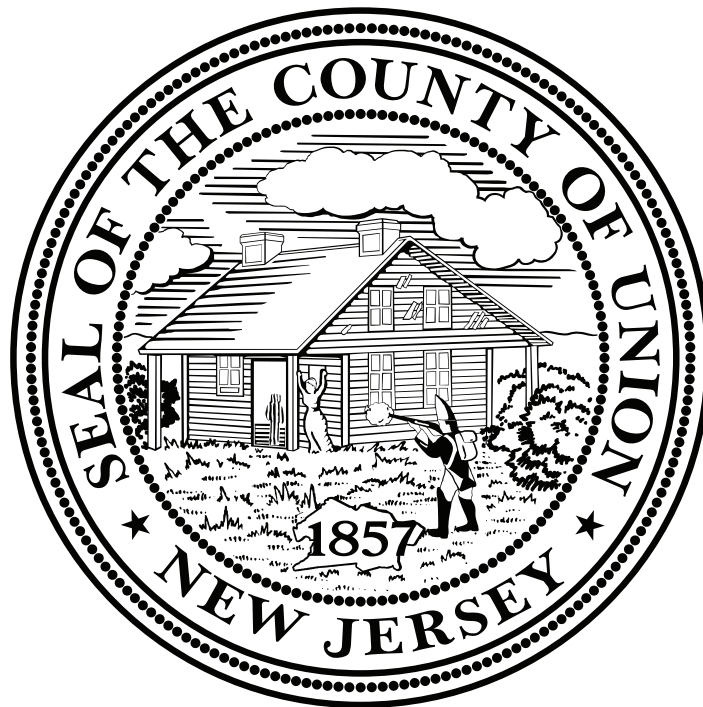


COUNTY OF UNION

Use of Internet and E-mail



Union County

We're Connected to You

A service of the

UNION COUNTY BOARD OF
CHOSEN FREEHOLDERS

POLICY ON USE OF INTERNET AND E-MAIL

Electronic networks, including the internet and e-mail are to be used to conduct the business of County government, to efficiently communicate with others, including the public, in the course of government business, and to gather information relevant to the performance of governmental duties. Equipment provided by the County of Union and all information gathered via on-line resources belongs to the County of Union. Additionally, all information stored on County of Union computers belongs to the County of Union. The County of Union retains the right to monitor all on-line communications to ensure that employees pursue only appropriate business purposes. Monitoring may include, but is not limited to, review of e-mail content and attachments, e-mail addresses, tracking internet sites visited by each user, the frequency and time spent on the Internet by each user, blocking access to certain type of sites, and ensuring compliance with this Policy.

All non-governmental or non-job related use of the Internet and/or e-mail systems is strictly prohibited. Prohibited uses include all illegal and/or unauthorized use of the systems.

Several prohibited uses are listed as follows. This list is not exhaustive but is set forth to give examples of misconduct in the use of County-provided electronics communication media.

- Violation of copyrighted material, including unauthorized reproduction of software or its related documentation that the County may use for governmental business purposes.
- "Hacking" or knowingly causing or aiding the spread of computer viruses.
- Using the County's electronic systems for private business, personal gain or profit.
- Using obscene, defamatory, threatening, harassing or offensive language on the systems.
- Distributing, viewing, downloading or printing obscene, pornographic or "adult" material.
- Activities of a religious or political nature.
- Participation in "chat rooms" for non-work related purposes.
- Representing personal opinions as those of the County of Union.
- Downloading any software or electronic files without implementing virus protection measures that have been approved by the Bureau of Data Processing.
- Intentionally interfering with the normal operations of the County of Union's computers and/or network, including the propagation of computer viruses, sending and/or forwarding e-mail county-wide without proper authorization, and sustaining high volume network traffic which substantially hinders others in their use of the network.
- Performing any other inappropriate uses.

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 computer files and the e-mail system and/or monitor computer and e-mail use. EMPLOYEES, THEREFORE, SHOULD HAVE NO EXPECTATIONS THAT ANY COMMUNICATION OR OTHER USE OF THE COUNTY COMPUTER OR THE E-MAIL SYSTEM IS PRIVATE.

Employees who violate this policy shall be subject to discipline up to and including termination in accordance with applicable regulations and procedures.