

513 Electronic Communication Devices & Services*Effective Date: 05/07/2018*

We provide computers, e-mail and Internet access to assist you in completing your work, improving your efficiency and obtaining work-related data and technology. We have established the following guidelines to help ensure responsible and productive computer usage.

Definitions

Electronic communication devices include desk phones, cell phones, computers, laptops and tablets, copiers, printers and other peripheral devices. Electronic communication services include local and long distance calling, voicemail, e-mail, instant messaging, software applications, tablet and cell phone apps, file storage systems such as SharePoint or OneDrive, network shared or personal drives and Internet access. This non-exhaustive list of technology devices and services is meant to include all forms of electronic communications, devices and services provided by us. As new technologies are obtained and implemented, those items will also be included in this policy

All electronic communication devices and access to network services furnished to you to do your job are our property, and are intended for business use. As a result, you have no right to privacy for any uses, business or personal, to which you may put the electronic communication devices and services we have provided. We reserve the right to monitor any and all use to which our electronic communication devices and services may be put, regardless of whether the use is personal in nature, or occurs during non-working times, such as breaks or meal periods.

Personal Use of Electronic Devices and Services

While electronic communication devices and services are intended for job-related activities, incidental and occasional personal use may be permitted within reasonable limits. The personal use of electronic communications devices and services shall NOT be a substitute for keeping your business and personal e-mail, files, videos, movies, pictures and internet activity strictly separate. As such, all personal related email, files and digital media shall be conducted or stored on personally owned email accounts, devices or online services.

Do not use your County provided email or website addresses for personal use to register or subscribe for any service, including but not limited to any social media sites, online newsletters or journals, personal finance websites, public or private schools, religious or sporting activities, health services, household bills and utilities, hotel and travel sites or any online shopping or shipping services without prior approval from the IT Department.

We strictly prohibit using our Internet services for the personal use of streaming video, audio, internet radio or music and using electronic devices or services for the storage, viewing or playing of personal pictures, videos, music and other personal files. Do not connect personal cell phones, iPods, other music players or playing of CD or DVD disks on county owned electronic devices.

The electronic communication devices and services provided to you remain at all times the property of Cass County. To ensure compliance with this policy, we reserve the right to monitor

Internet traffic, and retrieve and read any data composed, sent, received or stored on devices or services. All data that is composed, transmitted, received or stored on our computer system is considered to be part of the official records of Cass County and, as such, is subject to open records disclosure to law enforcement or other third parties.

You must comply with any and all potentially applicable laws (e.g., industry regulations, harassment laws, copyright restrictions, contractual obligations or restrictions, etc.) each and every time you use our electronic communication devices and services for any purpose, as well as during any occasion you may be using your own personal computer networks, systems, or equipment in ways that may directly or indirectly be associated with Cass County.

Computer Security

You should take all security precautions available and prescribed by us. You should not attempt to bypass or disable any anti-virus precautions installed on our computers. Please protect the integrity of electronic communication devices and services at all times, including logging off or locking systems when not in use or when you are away from the workspace.

If you use electronic devices offsite, including home, hotels or other public locations, you shall take all precautions to protect our equipment. Maintain positive control of devices when in public locations and take necessary precautions when connecting to public Internet or Wi-Fi connections.

If you check out or are provided County resources for working off-site, you are prohibited from allowing non-employees, including family members, to use the electronic communication devices and services.

Passwords and user IDs to access any system shall not be written down or shared with anyone else, including coworkers, at any time and users shall not login to a system for the purposes of allowing another user access. This includes, but is not limited to, computers, servers, state applications, or online business accounts.

Do not transfer, copy, upload or forward any County email, documents, or files to personally owned devices or services, including but not limited to, USB flash drives, portable hard drives, CD/DVD drives, personal email accounts or any online storage services such as Dropbox, iCloud, OneDrive, or Google Drive, without permission from the IT Department.

When required, you should only send confidential, sensitive and/or proprietary information using County approved encryption or secure email methods. Similarly, when receiving emails, you should encourage outside clients, vendors and business partners to send any confidential, sensitive and/or proprietary information using appropriate safeguards, including encryption or secure email methods.

Prohibited Usage

The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action up to and including termination of employment:

- Sending or posting messages or images that are disruptive, offensive, discriminatory, obscene, threatening, harassing, intimidating, or harmful to morale
- Using our computers or services for personal gain
- Using our email to solicit for outside commercial ventures, religious or political causes, outside organizations, or other non-business matters
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization (such information includes, but is not limited to, information outlined in our Confidentiality and Non-Disclosure policy)
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Viewing or exchanging pornography or obscene materials
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation or destroying, concealing, or disclosing information protected by attorney-client privilege, legal hold or spoliation order
- Sending or posting chain letters or advertisements not related to business purposes or activities
- Using the computer for gambling of any sort
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that defame or slander other individuals
- Passing off personal views as representing those of the County
- Sending anonymous e-mail messages
- Using the electronic devices or services, including email or Internet, for purposes of seeking other employment or preparing or posting a resume
- Loading software without permission
- Engaging in any other illegal activities
- Engaging in any other computer related activity determined by us to be inappropriate or unacceptable

We strive to maintain a workplace free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of electronic communication devices and services in ways that are disruptive, offensive to others, discriminatory, obscene, threatening, harassing, intimidating, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, gender-specific comments, off-color jokes, or anything that may be construed as harassment, bullying or showing disrespect for others.

We purchase and license the use of various computer software for business purposes and do not own the copyright to this software or its related documentation. Unless authorized by the software developer, we do not have the right to reproduce or install such software for use on

more than one computer. You may only use software on local area networks or on multiple machines according to the software license agreement. We prohibit the illegal duplication of software and its related documentation.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if you did not create material, do not own the rights to it, or have not gotten authorization for its use, you should not put it on the Internet or transmit through the e-mail system.

You will be required to sign an acknowledgement form for Cass County's Appropriate Use of Electronic Communication Devices and Services.

If you have questions about acceptable usage of the computer or networks we provide you, please contact the Human Resources Department.