

# Bannock County's

## INFORMATION SYSTEMS POLICY

- (1) Our e-mail, computers, Internet, cell phones, laptops, GPS units, computer tablets and voice mail systems are Bannock County's property. Anything you create or load on the systems becomes our property.
- (2) These systems are in place to facilitate your ability to efficiently and productively do your job. To that end, these systems are solely for business purposes. Only "incidental personal use\*," (see below) that does not interfere with work or consume Bannock County resources will be allowed.
- (3) Bannock County reserves the right to intercept, monitor, copy, review and download any communications or files you create or maintain on these systems, at any time, without prior notice to you. (All County emails will be archived for a period of not less than 2 years.)
- (4) Bannock County purchases and licenses the use of various computer software programs for business purposes, including Apps. Bannock County does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Bannock County does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Illegal duplication of software and its related documentation for personal use is also prohibited. (Business Apps for cell phones and tablets will be purchased after Elected/Department Head approval and only then reimbursed by the County.)
- (5) E-mail and Internet access is provided by Bannock County to enhance communications and provide access to work related information and technology. Consequently, employees should always ensure that the business information contained in Internet E-mail messages and other transmissions is legal, accurate, appropriate and ethical. Bannock County encourages good judgment in your use of our systems. The Elected Official, Department Head, Supervisor, Prosecuting Attorney Department or Human Resources/Risk Management Department should be notified of any offensive materials received by any employee on any of these systems.

The following are examples of **prohibited uses** of E-mail and Internet systems.

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using Bannock County time and resources for personal gain. (Engaging in any personal commercial activities, including offering services or merchandise for sale or ordering services or merchandise from on-line vendors.)
- Stealing, using or disclosing someone else's code or password without authorization.
- Unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material.

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- Engaging in unauthorized transactions that may incur a cost to the County or initiate unwanted Internet or e-mail services and transmissions.
  - Sending or posting messages or material that could damage Bannock County's image or reputation.
  - Participating in the viewing or exchange of pornography or obscene materials which exceed generally accepted standards or good taste and ethics.
  - Sending or posting messages that defame or slander other individuals.
  - Attempting to break into the computer system of another organization or person.
  - Refusing to cooperate with a security investigation.
  - Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
  - Using County resources for political causes or activities, religious activities, or any sort of gambling.
  - Using County resources for fund raising activity, endorsing any product or service.
  - Jeopardizing the security of the organization's electronic communications systems.
  - Passing off personal views as representing those of Bannock County. Including Blogging, a frequent chronological publication of personal thoughts and Weblinks. (Blogs are alternatively called web logs or weblogs.)
  - Sending anonymous e-mail messages.
  - Unauthorized participation in or use of chat rooms.
  - Logging on or using another employee's computer without authorization.
  - Engaging in any other illegal activities in the use of such systems which would in any way bring discredit upon the public entity or violate any of the entities policies and procedures, rules, regulation, etc.
  - Sending materials of a sensitive nature or which constitute our confidential information (just as you would if it was in written form).
  - Accessing "confidential information" which you are not authorized to see.
  - Viewing Streaming Media that is used to watch video news stories, etc.
- (6) Consult Bannock County's Chief Technical Officer/Information Technologies Department for approval before:
- Installing personally owned software (e.g. screensavers) or hardware on employer-owned computers or equipment.
  - Downloading any information from the Internet, creating a Web page with links to other material, or using other materials. (Copyright law may protect information on the Internet.)
  - Purchasing or procuring any computer, hardware, software and/or related products and cell phones and mobile devices.
- (7) Personal Use. As indicated in this policy, computers, Internet access and e-mail are provided primarily for work related activities. However, occasional personal use may be permitted on a limited basis within the guidelines established by this policy provided that such use does not result in a cost to Bannock County or significantly interfere with County business operations, availability of resources for business use or the employee's job performance.

Occasional personal use of County equipment is not considered to be a misapplication of County property, and is permissible so long as it does not unduly interfere with the individual's assigned responsibilities or the normal functioning of an office. However, use of such items is

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considered to be a misapplication of County equipment if it results in additional cost being incurred or damages to the equipment, hinders day-to-day operations, or is otherwise deemed to be excessive, inappropriate or disruptive.

- (8) Your consent to and compliance with these information system policies is a term and condition of your employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing, and downloading of any communications or files is grounds for discipline, up to and including termination.

***Regular monitoring of Internet activity will occur (blogging, Internet, e-mail traffic, etc).***