

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: INTERNET ACCESS	DATE APPROVED:	EFFECTIVE: 3/26/00	POLICY NO. 435
	3/16/00	REPLACES: NEW	

I. PURPOSE

The Calhoun County Board of Commissioners authorizes the use of the Internet and online services for the performance of work and efficient exchange of information consistent with the County’s statutory, regulatory and procedural purposes. Access to the Internet has been provided to County staff for the benefit of the organization and the public which it serves. Every staff member has the responsibility to use the Internet in a productive manner. As a condition of providing Internet access, the County places certain restrictions on the workplace use of the Internet in order to ensure that all County employees are responsible and productive Internet users. The following policy has been established for using the Internet. The County reserves the right to change these policies at any time.

II. PRINCIPLES

A. Operational Guidelines

1. Use of the Internet is a privilege, not a right, and may be revoked at any time for use which is inconsistent with established procedures and standards as defined in this policy.
2. Restrictions may be placed on use of the Internet to protect the County and its resources.
3. The Information Technology system which provides Internet access to County staff is the property of Calhoun County. All data and other electronic messages within the system are the property of Calhoun County. Any data or information created, sent, received or stored within the system should be related to County business and will remain the property of the County. All Internet related information may be considered County records, depending on their content, and therefore may be subject to Freedom of Information Act requests and other legal disclosure.
4. Unlawful, personal or malicious use of the Internet is prohibited. Therefore, Calhoun County through its Information Technology Department reserves the right to monitor Internet use as provided by County owned equipment for any reason or no reason at all. However, if a County department utilizes

confidential information, monitoring Internet usage will only occur based upon a good faith belief that the Internet is being used in a way prohibited by this policy. Further, It is possible that information sent from the County's system can be intercepted on the system and on the Internet, therefore the user should not expect any degree of privacy regarding Internet transmissions. Information sent and received via the County provided Internet which is deleted by the user may be retrieved from the hard drive, backup tapes or the receiving or sending electronic system.

5. County staff requesting the use of County provided Internet access will be required to obtain the approval of the supervisor within their department who has the authority to permit such use.
6. Before receiving access to the Internet, each County user will sign a statement certifying that s/he has read and understands the County Internet policy and that s/he will abide by the provisions included in the policy, procedures and standards.

B. Implementation Authority

Upon adoption of this Policy, the Board of Commissioners authorizes the County Administrator/Controller to establish any standards and procedures which may be necessary for implementation.

C. Security

All information created, sent, or retrieved over the Internet using County systems are the property of the County, and should be considered public information. The County reserves the right to access and monitor all messages and files on the County computer systems as deemed necessary and appropriate. Internet messages are public communication and are not private. All Internet communications on County systems including text and images can be disclosed to law enforcement or other third parties without the written consent of the sender or the receiver.

D. Harassment

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes or sexual preferences will be transmitted.

E. Policy Violation

Violations of the Internet policy, procedures and standards may result in disciplinary action up to and including termination and may include referral of a case to the appropriate authorities for civil or criminal prosecution.

CALHOUN COUNTY INTERNET ACCESS
POLICY ACKNOWLEDGMENT FORM

The following is the Internet Access Policy for Calhoun County.

The Calhoun County Board of Commissioners authorizes the use of the Internet and online services for the performance of work and efficient exchange of information consistent with the County's statutory, regulatory and procedural purposes. Access to the Internet has been provided to County staff for the benefit of the organization and the public which it serves. Every staff member has the responsibility to use the Internet in a productive manner. As a condition of providing Internet access, the County places certain restrictions on the workplace use of the Internet in order to ensure that all County employees are responsible and productive Internet users. The Procedures and Standards for Internet Access have been developed by the Information Technology Department in conjunction with the Internet Access Policy to provide rules that define acceptable and unacceptable uses of the Internet by County employees.

All employees are notified that any communication or information transmitted or received via the Internet is not private and is subject to interception and/or receipt by any other employee authorized by the County Administration. All employees are also notified that any violations of the Internet Access Policy of Calhoun County may subject the employee to disciplinary action, up to and including discharge from employment.

Calhoun County reserves the right to change or amend its Electronic Communications Policy at any time with or without notice.

The following employee, by his/her signature, indicates that the Internet Access Policy was read and understood and that the employee accepts and will abide by the provisions stated in the policy. This notice is acknowledged by the employee.

Dated: _____

Employee Signature: _____

Procedures and Standards - Internet Access

I. PURPOSE

These procedures and standards have been developed by the Information Technology Department at the direction of the County Administrator/Controller, on the basis of the Internet Access Policy adopted by the Board of Commissioners.

II. STANDARDS

A. Official Provider

1. Internet Access will be provided by the IT Department through the County wide area network in coordination with an Internet Service Provider (ISP) which will be selected based on standard purchasing policies.
2. A department may use a different ISP including free ISP's, state agency or university accounts in lieu of County provided service, but all users must sign an Internet service request form as outlined below.

B. Acceptable Use Standards

All access to the Internet should be for professional reasons relating to the business of Calhoun County. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet access may be used to conduct official County business, or to gain technical or analytical advice. Databases may be accessed for County related information as needed. Acceptable use for the Internet will include, but not be limited to, the following:

1. Research/Education : Communications with professional associations, other governments, universities, business and/or individuals associated with the facilitation of County business.
2. General Public : Distribution of information to the public, whereby such information is made available under County guidelines and policies relating to the release of such information and the Freedom of Information Act.
3. Incidental Communication : Incidental communication (e.g., chat channels) among County employees and professional colleagues which facilitates professional discussions in a work-related field of knowledge.

C. Unacceptable Use Standards

The Internet should not be used for the personal gain or advancement of individual views. Solicitation of non-County business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the

County network or other computer related equipment. Internet access must not interfere with the productivity of the Internet user or other County staff. Unacceptable uses of the Internet will include, but will not be limited to, the following:

1. Personal Use : Personal use not related to the conduct of work on behalf of Calhoun County or other organizations as set forth in agreements of contracts with the County.
2. Unlawful Access : Efforts to gain access to information or computer and communications resources.
3. Malicious Code : Intentional introduction of, or experimentation with, malicious code such as computer worms, viruses or other programs introduced purposely to disrupt, destroy or damage County information technology.
4. No County Affiliation : Illegal, fraudulent or malicious activity; political activity; religious promotion; or activity on behalf of organizations or individuals having no affiliation with the County.
5. Copyright/Patent Violations : Transmission of material in violation of applicable copyright laws or patents.
6. Work Interference : Sending of messages likely to result in the loss of recipient's work or systems, and any other types of use that could cause congestion of the network or otherwise interfere with the work of others.
7. Obscene/Profane : Generating, receiving, viewing, storing, transmitting or other use of data or other matter which is abusive, profane, or offensive to a reasonable person.
8. Web Page : To ensure a uniform County web presentation, development of a web or home page for personal or departmental purposes is not permitted on a County supported system, unless authorized by the County Administrator/Controller.

D. Costs

The County will financially support Internet or other online services for employees under the following circumstances :

1. Budgeted : Funding must be available within a department's adopted budget.
2. Departmental Regulations : A department director or designee will monitor Internet usage and costs.

III. PROCEDURES

- A. Access : A department director or designee will register each user of Internet access under their supervision with the Information Technology Department before outside service is accessed.
- B. Usage Request : A prospective Internet user's department director or designee must complete and sign an Internet Services Use Request form (Attachment A) and return it to Information Technology before a user is assigned and access to the Internet is allowed on a County supported account. The user must also read the Internet Access Policy and sign the accompanying acknowledgment form.
- C. Anti-Virus Scans : Files from all outside sources, including the Internet, must be scanned by the user with anti-virus software before the first use.
- D. Random Audits : The County Administrator/Controller authorizes the Information Technology Department to perform internal audits of all online use.

ATTACHMENT A

**CALHOUN COUNTY IT DEPARTMENT
REQUEST FOR INTERNET ACCESS**

User Name: _____

Location of User: _____

Department: _____

Supervisor Name: _____

Services Requested:

- Internet Access
- Global E-mail
- Intranet Access Only
- Website Hosting and Web page Development

I hereby request access to the Internet via the Calhoun County Information Technology Department. My signature below certifies that I have read the Internet Access Policy, Standards and Procedures, and that I understand, accept and will abide by the provisions stated in them.

User Signature : _____

Department Approval Signature : _____

IT Department Approval Signature: _____