

COUNTY OF KINGS

**COMPUTER AND ELECTRONIC TECHNOLOGY USAGE POLICY**

Adopted by Board of Supervisors: 9/21/04

I. PURPOSE

The purpose of this Policy is to establish guidelines and standards for proper use of the County's computer system and County owned, leased or controlled computers and other electronic technology or devices used by employees in the operation of County departments or while performing assigned duties or conducting County business.

II. DEFINITIONS

"Computers" and "computer system" includes, but is not limited to, computers and all computer components, such as computer processing units and contents; hardware and drives; laptop computers; computer screens and keyboards; software programs; networks, cables or wires; switches; printers; scanners; and/or speakers.

"Other electronic technology or devices" includes, but is not limited to, electronic mail (e-mail); Internet/Intranet; telephones including voice mail; cellular phones; facsimile (fax) machines; County web page(s); diskettes; security, storage and/or back-up media; video conferencing; electronic subscription services; electronic documents; personal data assistants (PDAs); pagers; or other hard-wired or wireless communication devices, including dial-in access to the County's computer system from off-site locations.

III. POLICY

The County's computer system and equipment and all County owned, leased, or controlled computers and electronic technology, equipment or devices are the sole property of the County. This shall include computer or other electronic technology equipment or devices loaned to the County from another public agency, a grantor, or a private agency. The County retains the right, at its sole discretion, to select, maintain, replace, upgrade, assign, or authorize or rescind authorization for use of County computers, the computer system, and/or electronic technology and devices.

IV. APPLICABILITY

- A. This Policy applies to all County employees. Any reference in this Policy to "employee(s)" is intended to also include non-employees as described below in Section IV (B).
- B. Unauthorized use by non-employees is strictly prohibited. The Department Head, or his/her designee, may authorize the use of the County's computer system or other electronic technology or devices by a non-employee who has a legitimate County business purpose for such use, such as work experience placements, trainees or interns, vendors, independent contractors, or volunteers. Non-employees must be authorized to use such County systems or equipment and must be advised of their responsibility to follow the standards contained in this Policy and any other applicable County or department policies, procedures or regulations.

V. PRIVACY AND MONITORING

- A. Employee communications on the County's computer system are not private, and employees should never have an expectation that their messages, files, documents or computer use is or will be kept private.
- B. Employees are hereby made aware that any file, document or record, including communications through computers or other electronic technology or devices, may be considered to be public record, and therefore subject to disclosure under applicable state and/or federal laws.
- C. The County reserves the right to monitor employee usage of the computer system or other electronic technology or devices to ensure proper working order, appropriate and authorized use by employees or non-employees, the security of County data, or to retrieve the contents of any employee communications or other transmissions or use of the system. The County reserves the right to access and inspect any or all usage, including, but not limited to, logs, files, images, records, transactions, data, accounts, invoices or statements, including archived or deleted material of present or former employees, without the users' consent for any purpose related to maintaining the security and integrity of the computer system or for any relevant purpose related to County business.

VI. PROHIBITED CONDUCT

- A. Unauthorized use by employees of a County computer or other electronic technology device is strictly prohibited. Employees shall not make or attempt to make unauthorized use of any County computer, the computer system, or other electronic technology or device(s). It is recognized that certain employees, such as janitorial staff, maintenance workers or information technology employees, may have access to County buildings or offices before, during or after regular working hours in the course of their duties or assignments. However, these employees shall maintain the integrity, confidentiality and security of all areas in which they may be assigned or have access to, and shall not use County computers, the computer system, and other electronic technology and devices without authorization.
- B. The County's computer system shall not be used to solicit others for personal or commercial ventures or gain, religious activities, or political causes, campaigns or issues.
- C. The County strives to maintain a workplace free of harassment. Therefore, the County expressly prohibits the use of computers, the computer system, or other electronic technology or devices in ways that are inappropriate, unauthorized, disruptive, illegal, and/or offensive to others. For example, accessing, displaying, transmitting, downloading or printing sexually explicit images, messages, web sites, jokes or cartoons is strictly prohibited. Other such examples of misuse may include, but are not limited to, use of foul or demeaning language, threats, disparaging or insulting comments, personal or ethnic slurs, racial comments, off-color or offensive jokes or images, or anything that may reasonably be construed as harassing, intimidating, offensive, or retaliatory. Attachment A to this Policy describes expected standards of computer and electronic technology etiquette and examples of conduct that could be considered to be in violation of this Policy.

VI. PROHIBITED CONDUCT (continued)

- D. The illegal or unauthorized duplication of software and its related documentation is strictly prohibited. The County purchases and licenses the use of various computer software for County business purposes, and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the County and its employees do not have the right to reproduce such software for use on more than one computer. Accordingly, employees may only use software on local area networks or on multiple machines according to the software licensing agreements.
- E. The unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material on the County's computer system or other electronic technology or devices is strictly prohibited. As a general rule, if an employee has not obtained Department authorization for its use, it must not be installed or downloaded on a County computer, the County's computer system or other electronic technology or devices.
- F. Employees shall not remove or take any County property from County premises for personal use or gain, including County computers or equipment or other electronic technology or devices. Employees may be authorized to transport or move County computers, computer equipment, or other electronic technology or devices for County business only. Authorization must be received from the Department Head or his/her designee prior to transporting or moving such equipment or devices.

VII. REQUIREMENT TO ADHERE TO OUTSIDE AGENCY CONDITIONS AND AGREEMENTS

The County of Kings may, at its sole discretion, contract with outside agencies or vendors for services related to the operation of the County's computer system, Internet/Intranet access, or other electronic technology or devices. When required by outside agencies or vendors, employees must abide by all legitimate conditions, rules and standards of the outside agency or vendor, and must sign and comply with provisions of any County-authorized Acceptable Use Agreements in addition to this Policy.

VIII. CONFIDENTIALITY OF COUNTY FILES, RECORDS AND DATA

Employees shall maintain the security and confidentiality of information, data, files and/or records contained in or generated by the County's computer system or other electronic technology equipment or devices. It is recognized that in the normal course of work employees may have access to confidential information, legal documents, medical records, or other information or data about County business, members of the public, or other employees. It is the responsibility of all employees to maintain confidentiality of information obtained directly or indirectly through County employment. Employees shall not divulge or disclose to unauthorized parties confidential information available to them through the direct or indirect course of their assigned duties. Employee use of the County's computer system is to be conducted on a "need to know" or "need to access" basis which is credible and related to County business and/or assigned duties. Employees shall not obtain, attempt to obtain or share information, files, records or data from the County's computer system which is unauthorized or for purposes which may be considered invasion of privacy. Employees shall not use or disclose confidential information for personal gain or for private use unrelated to County business, either for themselves or for others. Each County Department may establish specific internal policies regarding confidentiality of material and information, and may require that employees be advised of and sign confidentiality agreements.

IX. DEPARTMENT AUTHORIZATION FOR PERSONAL USE OF COMPUTERS

Personal, non-work related use of the County's computer system or other electronic technology devices may be allowable within reasonable limits as long as it does not interfere or conflict with County Policy or with the completion of assignments, duties or working hours. Each County Department shall establish in writing internal policies or regulations regarding the extent of and limitations to personal use of the County's computer system by department employees. In addition to compliance with this County Policy, employees shall be duly notified of and shall comply with their Department's rules and regulations on computer use and use of other electronic technology or devices.

X. CONSEQUENCES OF VIOLATION OF COUNTY POLICY

- A. Employees who violate the County's Computer and Electronic Technology Usage Policy may be subject to disciplinary action, up to and including termination of employment. The County retains the right to remove or restrict employee access to the County's computers, computer system, or other electronic device(s) at any time for any reason at its sole discretion, including removal of access to the e-mail system or the Internet/Intranet.
- B. Pursuant to California law, any unauthorized access, attempted access, or unauthorized or illegal use of any computing and/or network system may be a violation of the California Penal Code and/or other applicable local, state or federal laws, and may be subject to criminal prosecution.

**Attachments:**

Employee Acknowledgment Form

Attachment "A" -- "Computer Etiquette, Proper Use Standards and Examples of Prohibited Conduct"

NOTE: Attachment B, titled "Electronic Communication Devices - Proper Use Procedures" is included as an additional form which Departments may use as appropriate when assigning portable computer or other electronic technology equipment or devices to employees.

County of Kings  
COMPUTER AND ELECTRONIC TECHNOLOGY USAGE POLICY

**EMPLOYEE ACKNOWLEDGMENT**

I have received a copy of the Kings County Computer and Electronic Technology Usage Policy, including any appropriate attachments. It has been reviewed with me, and I have had an opportunity to discuss the Policy and its requirements with a supervisor or manager. I understand that I will be held responsible for knowledge of the contents of this Policy, and I further understand that I must comply with the Policy and its provisions.

I understand that violation of the County's Computer and Electronic Technology Usage Policy may result in restrictions to or revocation of my access privileges to the County's computers, computer system, or other electronic device(s), and may result in disciplinary action, up to and including termination of employment.

I further understand that a violation may constitute a criminal offense and may result in investigation and/or prosecution by local, state or federal law enforcement agencies.

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***My signature below indicates that I have read the above "Employee Acknowledgment" statements and that I have received a copy of the County's policy titled, "Computer and Electronic Technology Usage Policy". I understand that it is my responsibility to read the entire Policy and any attachments and to contact my Supervisor or Department Head if I have any questions regarding the Policy or if I do not understand its requirements.***

Employee Name: (please print)

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Department \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_ Date \_\_\_\_\_

***Distribution:***

Original: Personnel File

copy: Employee

Department

Pol\_proc\computer use policy.doc

# Kings County Computer and Technology Usage Policy

## ATTACHMENT A

### I. COMPUTER ETIQUETTE AND PROPER USE STANDARDS

*All computer and electronic technology users are expected to abide by the generally accepted rules of computer and business etiquette. These include, but are not limited to, the following:*

- A. Communications on the computer system or other electronic technology ARE NOT GUARANTEED TO BE PRIVATE and YOU CANNOT HAVE AN EXPECTATION OF PRIVACY.
- B. Be polite and professional; do not be rude, unprofessional, derogatory or abusive in your messages or communications with others.
- C. Use appropriate language. Do not swear or use vulgarities or other inappropriate language or symbols.
- D. Do not inappropriately or unnecessarily reveal personal information, such as home addresses or phone numbers or e-mail addresses or passwords of yourself or others.
- E. Do not use the computer or computer network in such a way that you would disrupt the use of the network by other users. Broadcast e-mails sent to all employees or large groups of employees or users must be reviewed in advance and must be pre-authorized by the Department Head or his/her designee.
- F. Security of the County's computer system is a high priority, especially when the system involves so many users. Users must never allow others to use their password. However, disclosure of passwords or codes to supervisors or department management may be required for operational reasons and employees must comply with such requests.
- G. Do not attempt to log onto the County's computer system or network as a system administrator, unless authorized to do so.
- H. At all times, follow established department procedures for shutting down your computer at the end of the workday and for properly logging on to or logging out of the computer or the network or specific software programs.

### II. EXAMPLES OF PROHIBITED CONDUCT

*Below are some examples of conduct involving the use of the County's computers, computer system or other electronic technology or devices which are prohibited. These include, but are not limited to, the following:*

1. Sending an anonymous e-mail or other message, or misrepresenting any circumstances of an employee's true identity.
2. Sending or posting a discriminatory, harassing, or threatening message or image.
3. Sending or posting a message that defames or slanders an individual or the County.
4. Sending or posting chain letters, solicitations, or advertisements not related to County business.
5. Using the system or equipment to engage in any illegal activity, such as drug sales; lotteries; betting, gambling, or gaming; or advocating illegal acts.
6. Using the system or equipment to engage in inappropriate, non-work related activity, such as on-line auctions, contests or surveys, "Instant Messaging", or chat rooms.
7. Using the system for personal or unauthorized transactions that may incur a cost to the County.
8. Using or disclosing another employee's code or password without authorization.
9. Copying or downloading software or electronic files without permission, including music files, computer "games", screen savers, or "burning" CDs or DVDs.
10. Violating copyright law or failure to observe licensing agreements.
11. Intentionally transmitting a computer virus or "worm" or introducing it into the County's system.
12. Participating in the accessing, viewing or exchange of pornography or sexually suggestive or obscene material on any County equipment, including the County's computer system.
13. Knowingly or recklessly performing an act which may destroy, damage, alter, subvert, erase, disable or interfere with the normal operation of the County's computers, computer data or files, terminals, peripherals or the network.
14. Attempting to circumvent data protection schemes or uncover security loopholes.
15. Deliberately or willfully wasting or misusing County computing or technology resources for personal use or gain, including cell phones, fax machines, printers, ink cartridges, toner, paper, or other supplies.
16. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without authorization.
17. Using the system for political lobbying or campaigning, personal or financial gain, or fraud.
18. Logging on to, accessing, or using any County computer, the computer system, or other electronic technology or devices without authorization.

Kings County  
**Electronic Communication Devices**  
**PROPER USE PROCEDURES**

In conjunction with your assigned duties in the \_\_\_\_\_ Department, you are being assigned the use of the following electronic communication device(s):

Type <small>(i.e. cell phone, pager, PDA, laptop, etc)</small>	Brand/Model	Serial Number	Wireless Number	Date Assigned

In consideration of the ability to use this device while in the performance of your duties, you must read and agree to abide by the following terms and conditions. Initial each statement where indicated after you have read the statement.

1. The device(s) is to be used for County authorized business purposes only. Unless you have the express permission of your Department Head or his/her designee, you shall not allow unauthorized individuals (including friends or family members) to have access to or use the device(s), either before, during, or after working hours. \_\_\_\_\_Initials
2. If the device(s) is lost, stolen or damaged, immediately report this to your supervisor or Department Head. Maintain the device according to manufacturer's recommendations, including proper battery recharging. Keep it secure from theft or misplacement. \_\_\_\_\_Initials
3. Except as otherwise instructed below, do not remove the device(s) from County premises. Obtain the device(s) from and return it to its proper location each day, or as instructed by your supervisor or manager. \_\_\_\_\_Initials
4. Avoid using the phone while driving. Safely pull to the side of the road or use rest stops to make or answer calls. Let the voice mail service answer the calls and then retrieve messages and return calls when safe to do so. \_\_\_\_\_Initials
5. If you need to use a cell phone to make an emergency call for assistance, call 9-1-1 and give the operator your name, cell phone number, AND a description of your location. Depending on roaming areas, you may not be talking to a 9-1-1 operator in your immediate vicinity. **DO NOT** assume the operator can locate you simply by answering your call. \_\_\_\_\_Initials
6. Use the device(s) for County business purposes only, and only to the extent necessary to complete your assigned duties; do not incur excessive or unnecessary expenses through misuse or other improper or unauthorized use of the device(s).  
 Unless authorized to do so by your supervisor or Department Head, do not add, delete, or otherwise change features, services or contract agreements of the electronic communication device(s) assigned to you.  
 \_\_\_\_\_Initials
7. I understand and agree that this device(s) is the property of Kings County and is assigned to me solely at the discretion of my Department. It is my responsibility to relinquish the equipment and all accessories to my supervisor or Department Head upon their written or verbal instructions at any time during my employment, including during periods of leave, temporary or permanent reassignment, or termination of employment. \_\_\_\_\_Initials

**LIST BELOW ANY ADDITIONAL, SPECIFIC USE INSTRUCTIONS**

Supervisor/Manager/Department Head: \_\_\_\_\_ Date \_\_\_\_\_

I, (Print Name) \_\_\_\_\_, have received and read the above Kings County Proper Use Procedures for Electronic Communication Devices. I understand it is my responsibility to follow these and any other written or verbal instructions given to me by the County regarding acceptable use standards for the electronic communication device(s) issued to me. I further understand that usage of this device(s) will be monitored by the County to ensure that proper use procedures are being followed, and that failure on my part to follow the procedures may be cause for disciplinary action, up to and including termination of my employment with Kings County.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_