

## **9.4 Acceptable Use Policy**

*Effective Date:* May 10, 2016

### **Policy**

The use of Lake County automation systems, including computers, fax machines and all forms of Internet/Intranet access, is for County business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks) and does not result in expense or harm to the County or otherwise violate this policy. Note: Excessive is a level of use that interferes with normal job functions, responsiveness and/or the ability to perform daily job activities.

The Acceptable Use Policy applies to all Lake County systems and data, unless otherwise noted, and is effective as of the date of this document. The policy rules and conditions apply to all users including full and part-time staff, contractors, freelancers and other agents utilizing Lake County information systems and/or accessing data irrespective of the platforms used or where the data is located.

Electronic communication should not be used to solicit or sell products or services that are unrelated to the County's business; distract, intimidate, or harass coworkers or third parties or disrupt the workplace.

Use of County computers, networks and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate County purposes;
- Engaging in non-County commercial activities;
- Using another individual's account, or attempting to capture
- or guess other users' passwords;
- Sharing your user account with another user;
- Enabling unauthorized users to access the network by using a Lake County computer or a personal computer that is connected to the Lake County network;
- Not making a reasonable effort to protect your passwords against unauthorized use or access;
- Accessing networks, servers, drives, folders or files that you have not been granted access or authorization from someone with the right to do so;
- Making unauthorized copies of County files or other County data;
- Destroying, erasing or concealing County files or other County data, or otherwise making such files or data unavailable or inaccessible to the County or to other authorized users of County systems;
- Misrepresenting oneself or the County;
- Violating the laws and regulations of any federal, state or local government;
- Engaging in unlawful or malicious activities;

- Deliberately propagating any virus, worm, Trojan horse, trap-door program code or other code or file designed to disrupt, disable, impair or otherwise harm either the County's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist or otherwise offensive language in either public or private messages;
- Sending, receiving or accessing pornographic materials;
- Using a County email address for commercial non-County business;
- Engaging in political activities;
- Causing congestion, disruption, disablement, alteration or impairment of County networks or systems;
- Maintaining, organizing or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms" or private/personal/instant messaging;
- Failing to lock or log off any secure, controlled-access computer or other form of electronic data system to which you are assigned when you leave such computer or system unattended;
- Online recreational gaming sites including, but not limited to, gambling and multi-player role-playing games;
- Defeating or attempting to defeat security restrictions on County systems and applications.

Using County automation systems to access, create, view, transmit or receive racist, sexist, threatening or otherwise offensive or illegal material, defined as any visual, textual, or auditory entity, file or data, is strictly prohibited. Such material violates the County anti-harassment policies and subjects the responsible employee to disciplinary action. The County's electronic mail system, Internet access and computer systems must not be used to harm others or to violate federal, state and local laws in any way. Use of County resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The County will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives and/or files on individual Internet activities, e-mail use and/or computer use.

### **Ownership and Access of Electronic Mail, Internet Access and Computer Files. No Expectation of Privacy**

The County owns the rights to all data and files in any computer, network or other information system used in the County and to all data and files sent or received using any County system or using the County's access to any computer network. To the extent that such rights are not superseded by applicable laws relating to intellectual property. The County also reserves the right to review electronic mail messages and instant messaging systems and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using County equipment or County-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release and archiving by County officials at all times. The County has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with County policies and federal, state and local laws. No employee may access another employee's computer,

computer files or electronic mail messages without prior authorization from either the employee or an appropriate County official.

The County uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files or other information that is entered into, received by, sent or viewed on such systems. There is no expectation of privacy in any information or activity conducted, sent, performed or viewed on or with County equipment or Internet access. Accordingly, employees should assume that whatever they do, type, enter, send, receive and view on County electronic information systems is electronically stored and subject to inspection, monitoring, evaluation and County use at any time. Further, employees who use County systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure unless otherwise protected by law. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than County systems or the County-provided Internet access.

The County has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use or distribute copies of such software that are not in compliance with the license agreements for the software. Unlicensed or improperly licensed software is not allowed on any County-owned equipment.

### **Confidentiality of Electronic Mail**

As noted above, electronic mail is subject at all times to monitoring and the release of specific information is subject to applicable state and federal laws and County rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

It is a violation of County policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees are prohibited from forwarding any legally protected information (e.g. Personal Health Information - PHI or Personally Identifiable Information - PII) from their County email to a personal email account.

**Note:** Any forwarded emails may be subject to the Freedom of Information Act (FOIA) or Electronic Discovery (eDiscovery).

### **Electronic Mail Tampering**

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

**Policy statement for Internet/Intranet Browser(s)**

The Internet is to be used to further the County's mission, to provide effective service of the highest quality to the County's customers and staff and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are County resources and are provided as business tools to employees who may use them for research, professional development and work-related communications. Non-excessive personal use of Internet resources, as previously defined in this policy, is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees may be individually liable for any and all damages incurred as a result of violating County security policy, copyright and licensing agreements.

**Personal Electronic Equipment**

Employees should not connect personal electronic equipment to Lake County's network or any other County electronic system unless authorized to do so by the County. This does not include Lake County's Public Wi-Fi network. Authorized devices connecting to the network should be scanned for malware.

Personal electronic equipment is defined as:

Any personally-owned device capable of storing County data and/or connecting to the County network.

**Note:** Devices that are "rooted", "jailbroken" or similarly altered are not allowed access to the County network or systems for any reason.

Any employee who, with permission, connects personal electronic equipment to Lake County's network or any County electronic system gives their consent to the County to inspect this equipment for the purpose of investigating potential violation of County policy and/or federal, state or local law.

Violation of this policy may result in disciplinary action, up to and including termination of employment. In addition, the employee may face both civil and criminal liability.

Signed (Requestor): \_\_\_\_\_ Date: \_\_\_\_\_