

CALHOUN COUNTY
EMPLOYEE COMPUTER / INTERNET POLICY

I. POLICY STATEMENT

Computer equipment, E-mail service and Internet access may be available to County employees for support of official County business.

Personal use is permitted, but should be limited in duration and frequency so that it does not interfere with the employee's work responsibilities or adversely affect the productivity of the employee or the employee's co-workers. Regulation of the personal use of computers / Internet by employees shall be regulated by the individual Department Head.

The use of County equipment that results in an identifiable or appreciable increase in County operation costs is specifically prohibited.

11. RIGHT OF PRIVACY

Computer equipment stores information. This stored information resides on County owned or leased equipment and is the property of the County.

Employees waive the right of privacy, to the Board of Supervisors or Department Head, for any information stored or transmitted on the County owned or leased equipment resulting from the employees' usage of County owned or leased equipment.

The County reserves the absolute right to review and disclose all matters sent over the system or placed into storage.

No employee should assume that any material on the County computers is private.

III. DEFINITIONS

Official County business is defined as "The pursuit of a goal, obligation, function or duty imposed upon or performed by the County or the employee required by employment with the County"

IV. GUIDELINES 1.
Computer Usage

Always logoff and shut down your computer when leaving for the day or an extended period of time. Do not give anyone your password or access to your computer system, except the Department Head. The Department Head must give prior approval before loading any software onto your computer. Do not load any pirated software onto your computer.

IV. **GUIDELINES** (can't)

2. Computer Screen Displays

Items displayed on a computer screen, as a screen saver or otherwise must not:

- a. Be subversive or vindictive towards the County or any employee
- b. Support a political party, candidate or partisan political issue
- c. Be discriminatory or contain an offensive subject and / or language

3. E-mail and Internet Usage

E-mail and Internet usage may be authorized for use in support of official County business. County Department Heads determine access to the Internet and E-mail services of the individual employees within their office. Access may be limited or unavailable due to limitations of the network system.

Use of the Internet and E-mail services shall be limited, primarily for County business purposes. Use of the Internet and E-mail services for non-County business is discouraged.

Employees may not transmit any confidential County information over the Internet (this includes E-mail). This includes, but is not limited to, bank account numbers, credit card numbers, financial information, or any other confidential information regarding any department or employee of the county.

V. **PENALTIES**

Any violation of the Calhoun County Employee Computer / Internet Use Policy will subject the employee to discipline up to and including termination.

The employee may be held personally responsible for any criminal or civil action brought about as a result of their activities while using their computer or using the Intern