

Clay County Sheriff's Office
PERSONAL COMPUTER POLICY

Article 1
USE OF COMPUTER EQUIPMENT

- 1.0 Clay County Sheriff's Office employees shall use software only in accordance with licensing agreements to which Clay County is a party. Duplication of licensed software, except for backup and archival purposes (or unless otherwise specifically authorized by the copyright holder) shall be viewed as a violation of the law and contrary to Clay County policies. Clay County Sheriff's Office adopts the following additional policy provisions.
- 1.1 Clay County Sheriff's Office purchases or licenses the use of copies of computer software from a variety of outside companies. Clay County Sheriff's Office does not own the copyright to the software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.
- 1.2 With regard to software use on local area networks or on multiple machines, Clay County Sheriff's Office employees shall use the software only in accordance with the license agreement.
- 1.3 Legitimate software (software approved by Management Information Services) will be provided to all employees who need it. No employee of the Sheriff's Office will make unauthorized copies of any software under any circumstances. Improper copying includes, but is not limited to, making copies for personal use or copying a program to be used on another computer within the office not already equipped with the program. Anyone found copying software other than for backup and archival purposes is subject to disciplinary action according to Clay County Sheriff's Office personnel policy. Additionally, employees may be subject to civil and criminal claims for copyright and software license violations. Defense of such claims may be at the employee's expense as it may be considered outside the employee's scope of employment. The employee may also be subjecting the Clay County Sheriff's Office to liability.
- 1.4 No employee shall give software to any outsider (including clients, customers or others) without proper permission from their department head.
- 1.5 Individually owned software will not be used on Sheriff's Office personal computers. This policy is to prevent the improper duplication of software programs and to protect the Sheriff's Office's computer system from viruses which may be hidden on shareware programs or programs obtained from bulletin boards. All software used by Clay County Sheriff's Office on county personal computers will be properly purchased following appropriate procedures.

- 1.6 Each employee is required to record their computer password and e-mail codes with their department head or designee.

Article 2

INTERNET USAGE

- 2.0 Inappropriate Use: Electronic media may not be used for knowingly transmitting, retrieving or storing any communications which are:
- * discriminatory or harassing
 - * derogatory to any individual or group
 - * obscene or X-rated communication
 - * defamatory or threatening
 - * for any purpose which is illegal
 - * inconsistent with Clay County Sheriff's Office personnel policies or work rules.

Use of county's equipment and electronic media access to gain unauthorized access to remote or external systems is prohibited.

Use of the laptops in the patrol cars for accessing the internet through an outside access point, other than the wireless access point at the Sheriff's office is forbidden. Use of the laptops to gain access to another computer is strictly forbidden.

- 2.1 Limited Privacy: Electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voice mail, telephones, Internet/BBS access, etc. will not generally be monitored by the county.

The county routinely monitors usage patterns of data communications (e.g.; number called or site accessed, call length, time of day calls) for cost analysis regarding allocations and the management of county's gateway to the Internet.

The county will, in its discretion, review any employee's electronic files and messages and usage to the extent necessary to ensure that electronic media and service are being used in compliance with the law and with this and other county policies. Employees should therefore not assume electronic communications are private and confidential and should transmit highly sensitive information in other ways.

- 2.2 County Business Use: Electronic media and services are primarily for county business use. Limited, occasional or incidental use of electronic media (sending or receiving for personal, non-business purposes is understandable and acceptable as is the case with personal phone calls.) However, employees need to demonstrate a sense of responsibility and may not abuse the privilege. Personal use of the Internet should take place on break periods, meal periods or after work hours. Commercial or partisan political use is a violation of Iowa Law.

- 2.3 County Image: Any message or information sent by an employee to one or more individuals via an electronic network are statements identifiable and attributable to Clay County. All communications sent by employees via a network must comply with this and other county policies, and may not disclose any confidential or proprietary county information.
- 2.4 Security of Systems: Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Article 3

ELECTRONIC MAIL

- 3.0 Inappropriate Use: The main purpose for providing electronic mail to Clay County Sheriff's Office employees is for County business and administrative activities. Limited personal communication is acceptable, but misuse of the system for any reason is not acceptable. Use of electronic mail for the following purposes is prohibited:
- * chain letters
 - * messages for personal gain, promotion, advertising or commerce
 - * harassment
 - * threats
 - * profanity
 - * gossip

The computers of the Clay County Sheriff's Office can only be used to retrieve e-mail from the e-mail server maintained at the Clay County Administration Building. Each employee will be issued an e-mail address and password. Employees cannot use the Clay County Sheriff's Office computers to retrieve e-mails from personal accounts or free accounts such as yahoo, hotmail etc....

- 3.1 Limited Expectation of Privacy: Never assume that e-mail can be read by anyone except yourself; others may be able to read or access your e-mail. However, user files and e-mail are intended to be private.
- 3.2 County Use: Electronic mail cannot be used for private sector business or commercial purposes. Use for partisan political activity is prohibited by Iowa Law.
- 3.3 Security of System: Only the user's account/mailbox should be used on the mail system. Passwords should not be given to other people and should be changed frequently. The mailbox owners are responsible for all messages sent from their e-mail account. Forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify e-mail of other users is prohibited.

The user should delete all messages from the mail system when they are no longer needed as a finite amount of storage space is available for electronic mail.

Employees who are terminated, laid off, or are on an extended leave of absence have no right to contents of their electronic messages and are not allowed access to the electronic communication system. Management may access an employee's e-mail if employees are on leave of absence, vacation or are transferred to another department and it is necessary for County business purposes.

- 3.4 Penalties: The misuse of electronic communications system privileges may be disciplined in accordance with established personnel policies, work rules, and/or Iowa Code. Violation(s) of this policy may be grounds for dismissal. Appropriate disciplinary action may be taken against individuals found to have engaged in prohibited use of the Clay County's electronic communication resources.

Acknowledgment:

I have read the policy and rules above and I will abide in the Clay County Sheriff Office's policy for electronic media and electronic mail.

Signature: _____ Date: _____