



# Weber County

## Information Technology Policy 3-800

### Acceptable Computer/Internet Use Policy

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#### **I. Purpose**

The purpose of county-provided information technology (IT) resources (e.g., computer hardware and software, electronic communication systems, telecommunications equipment, Internet use, and future technologies) is to support county agencies (offices and departments) in achieving their mission and goals, and to improve county government in general. These resources are intended to assist in the efficient and effective day-to-day operations of county offices, including collaboration and exchange of information within and between county offices, other branches of government, and others. These resources also provide public access to public information.

#### **II. Policy**

Effective and appropriate use of county-provided IT resources is important to Weber County. To help improve the effectiveness of your use of these resources, incidental and occasional personal use is permitted, as long as such use does not:

- a. Interfere with existing rules or policies pertaining to the agency;
- b. Disrupt or distract the conduct of county business (e.g., due to volume or frequency);
- c. Involve solicitation;
- d. Involve a for-profit personal business activity;
- e. Have the potential to harm the County; or
- f. Involve illegal activities.

Any resources used for personal use that incurs a cost must be reimbursed to the county.

#### **III. Procedures**

##### **A. County Authority**

County agencies shall comply with the policies and standards established by the county commission. Any county agency may develop additional policies which may enhance this policy. The commission has no authority over federal or state governmental entities, businesses, or individuals, except to the extent that they must agree to abide by this policy when using county-provided resources.

##### **B. Privacy Issues and Legal Implications**

A county agency has the right to access and disclose the contents of electronic files, as required for legal, audit, or legitimate county operational or management purposes. Do not transmit personal information about yourself or someone else using county-supplied IT resources without proper authorization. The confidentiality of such material cannot be guaranteed. E-mail and other electronic files may be accessible through the discovery process in the event of litigation. Both of these technologies may create a "record" and therefore are reproducible and subject to judicial use. They may also be subject to disclosure under public records laws.

## **C. Retention/Disposition of Electronic Records**

Just as with any other government record, electronic records are retained or disposed of in accordance with the Government Records Access and Management Act (GRAMA), which is found in Title 63G, Chapter 2 of the Utah Code, and in accordance with county ordinances. Refer to GRAMA or seek counsel from the county administrative records manager for guidance in this area.

## **D. Warnings/Corrective Actions**

Each county agency shall review complaints or instances of unacceptable use brought to its attention. Violators are subject to corrective action and discipline, and may also be prosecuted under county, state and federal statutes.

### **WEBER COUNTY ACCEPTABLE USE POLICY ACKNOWLEDGMENT**

All workplace technology including phone systems, computers, E-mail systems, voicemail systems, audio systems, fax machines, copy machines, cash registers, data air cards, and surveillance video equipment are business equipment owned by Weber County. Employees should have no expectation of personal privacy when they use these county owned systems. Weber County provides access to the vast information resources of the Internet to help you do your job faster and smarter, and to be a well-informed business citizen. Internet access should be used primarily for business-related purposes. The county requires that you conduct yourself honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. All existing county policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of county resources, sexual harassment, information and data security, and confidentiality.

Social networking sites give each individual Internet user an immense and unprecedented reach to conduct county business. Anything any employee writes in the course of acting for the county on the Internet can be taken as representing the county's position. The county expects you to forgo a measure of your individual freedom when you participate in chats, new groups, or social networking sites on county business. Security systems are capable of recording (for each and every user) each Internet site visit, each chat, or email message, and each file transfer into and out of our internal networks, and the county reserves the right to do so at any time. No employee should have any expectation of privacy as to his or her Internet usage.

Any software or files downloaded via the Internet into the county's network become the property of the county. Any such files or software may be used only in ways that are consistent with their licenses or copyrights. No employee may use county facilities knowingly to download or distribute pirated software or data. No employee may use the county's Internet facilities to deliberately propagate any virus, worm, trojan horse, or trap-door program code. No employee may use the county's Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user. Each employee using the county Internet connections

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shall identify himself or herself honestly, accurately and completely (including one's department and function where requested).

Communications on county owned equipment may be subject to monitoring to ensure that the technology is used properly. This monitoring will be done to facilitate quality control and to prevent customer and/or employee misconduct. Any employee I.D. numbers or passwords used by employees are to prevent unauthorized access by other employees, and should not be considered as creating any right or expectation of privacy for the employee who uses the password. Employees are strongly advised not to share their I.D. numbers or passwords with any other employee. Sharing of this information could be grounds for disciplinary action.

No use of county equipment should involve material or comments which may be viewed as unprofessional, harassing, discriminatory, suggestive or sexual in nature.

Video surveillance equipment in and around county owned property is for business related matters and for customer and employee protection. No employee or customer should have an expectation of privacy when in view of such equipment.

Employees violating this workplace policy are subject to disciplinary action up to and including termination.

I have read and understand this Policy.

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

\_\_\_\_\_  
Date