

Acceptable Use Policy

1. Overview

The Technology Services Department's (TSD) intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Rockdale County Government's established culture of openness, trust, and integrity. Technology Services is committed to protecting Rockdale County Government's employees, partners, and the county from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, internet browsing, and file transfers, are the property of Rockdale County Government. These systems are to be used for business purposes in serving the interests of the county, and our clients and customers in the course of normal business operations.

Effective security is a team effort involving the participation and support of every Rockdale County Government employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

2. Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Rockdale County Government. These rules are in place to protect the employee and Rockdale County Government. Inappropriate use exposes Rockdale County Government to risks including virus attacks, compromise of network systems and services, and legal issues.

3. Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Rockdale County Government business or interact with internal networks and business systems, whether owned or leased by Rockdale County Government, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Rockdale County Government and its subsidiaries are responsible for exercising good judgment regarding the appropriate use of information, electronic devices, and network resources in accordance with Rockdale County Government policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2.

This policy applies to employees, contractors, consultants, temporaries, and other workers at Rockdale County Government, including all personnel affiliated with third parties. This policy applies to all technology equipment owned or leased by Rockdale County Government.

4. Policy

4.1 General Use and Ownership

4.1.1 Rockdale County Government proprietary information stored on electronic and computing devices whether owned or leased by Rockdale County Government, the employee, or a third party, remains the sole property of Rockdale County Government. You have a responsibility to promptly report the theft, loss, or unauthorized disclosure of Rockdale County Government proprietary information.

4.1.2 You may access, use, or share Rockdale County Government proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.

4.1.3 Employees are responsible for exercising good judgment regarding the reasonableness of personal use. The Technology Services Department is responsible for creating guidelines concerning the personal use of Internet/Intranet systems. Please Refer to the Rockdale County's Internet Usage Policy. Employees should be guided by The Internet Usage Policy, if there is any uncertainty, employees should consult TSD or their supervisor or manager.

4.1.4 For security and network maintenance purposes, authorized individuals within Rockdale County Government may monitor equipment, systems, and network traffic at any time.

4.1.5 Rockdale County Government reserves the right to audit networks and systems on a periodically to ensure compliance with this policy.

4.2 Security and Proprietary Information

4.2.1 All mobile and computing devices that connect to the internal network must comply with this policy.

4.2.2 System-level and user-level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

4.2.3 All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.

4.2.4 Postings by employees from a Rockdale County Government email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and

not necessarily those of Rockdale County Government unless posting is in the course of business duties.

4.2.5 Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

4.3 Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during their legitimate job responsibilities (e.g., systems administration staff may need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Rockdale County Government authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing Rockdale County Government-owned resources.

The lists below are by no means exhaustive but attempt to provide a framework for activities that fall into the category of unacceptable use.

4.3.1 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Rockdale County Government.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Rockdale County Government or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server, or an account for any purpose other than conducting Rockdale County Government business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international, or regional export control laws, is illegal. The appropriate management should be consulted before the export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a Rockdale County Government computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

8. Making fraudulent offers of products, items, or services originating from any Rockdale County Government account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and for malicious purposes.
11. Port scanning or security scanning is expressly prohibited unless prior notification to Technology Services is made.
12. Executing any form of network monitoring which will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job/duty.
13. Circumventing user authentication or security of any host, network, or account.
14. Introducing honeypots, honeynets, or similar technology on the Rockdale County Government network.
15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet.
17. Providing information about, or lists of, Rockdale County Government employees to parties outside Rockdale County Government.

4.3.2 Email and Communication Activities

When using county resources to access and use the Internet, users must realize they represent the county. Whenever employees state an affiliation to the county, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the county". Questions may be addressed to the Technology Services Department

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone, or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.

4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding chain letters, Ponzi, or other "pyramid" schemes of any type.
6. Use of unsolicited emails originating from within Rockdale County Government's networks of other Internet/Intranet service providers on behalf of, or to advertise, any service hosted by Rockdale County Government or connected via Rockdale County Government's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

4.3.3 Blogging and Social Media

1. Blogging by employees, whether using Rockdale County Government's property and systems or personal computer systems, is also subject to the terms and restrictions outlined in this policy. Limited and occasional use of Rockdale County Government's systems to engage in blogging is acceptable, provided that it is done in a professionally and responsibly, does not otherwise violate Rockdale County Government's policy, is not detrimental to Rockdale County Government's best interests, and does not interfere with an employee's regular work duties. Blogging from Rockdale County Government's systems is also subject to monitoring.
2. Rockdale County Government's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any Rockdale County Government confidential, or proprietary information, trade secrets or any other material covered by Rockdale County Government's Confidential Information policy when engaged in blogging.
3. Employees shall not engage in any blogging that may harm or tarnish the image, reputation, and/or goodwill of Rockdale County Government and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging, or otherwise engaging in any conduct prohibited by Rockdale County Government's *Non-Discrimination and Anti-Harassment* policy.
4. Employees may also not attribute personal statements, opinions, or beliefs to Rockdale County Government when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly, or implicitly, represent themselves as an employee or representative of Rockdale County Government. Employees assume all risks associated with blogging.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, Rockdale County Government's trademarks, logos, and any other Rockdale County Government intellectual property may also not be used in connection with any blogging activity.

5. Policy Compliance

5.1 Compliance Measurement

The Technology Services team will verify compliance with this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Technology Services team in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6. Definitions and Terms

The following definition and terms can be found in the SANS Glossary located at:

<https://www.sans.org/security-resources/glossary-of-terms/>

- Blogging
- Honeypot
- Honeynet
- Proprietary Information
- Spam

Approved this 9 Day of May

Rockdale County, Georgia
Board of Commissioners



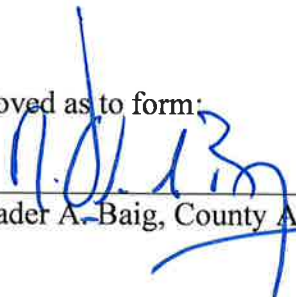
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