

## Internet Use Policy

### 1. Overview

Internet connectivity presents the company with new risks that must be addressed to safeguard the facility's vital information assets. These risks include:

Access to the Internet by personnel that is inconsistent with business needs results in the misuse of resources. These activities may adversely affect productivity due to time spent using or "surfing" the Internet. Additionally, the county may face a loss of reputation and possible legal action through other types of misuse.

All information found on the Internet should be considered suspect until confirmed by another reliable source. There is no quality control process on the Internet, and a considerable amount of its information needs to be updated or updated.

Access to the Internet will be provided to users to support business activities and only on an as needed basis to perform their jobs and professional roles.

### 2. Purpose

This policy aims to define the appropriate uses of the Internet by Rockdale County employees and affiliates.

### 3. Scope

The Internet usage Policy applies to all Internet users (individuals working for the county, including permanent full-time and part-time employees, contract workers, temporary agency workers, business partners, and vendors) who access the Internet through computing or networking resources. The County's Internet users are expected to be familiar with and comply with this policy. They must also use their common sense and exercise good judgment while using Internet services.

#### 3.1 Internet Services Allowed

Internet access is to be used for business purposes only. Capabilities for the following standard Internet services will be provided to users as needed:

- E-mail -- Send/receive E-mail messages to/from the Internet (with or without document attachments).

Acceptable use of the Internet for performing job functions might include:

- Communication between employees and non-employees for business purposes.
- Technology Services technical support downloading software upgrades and patches.
- Review of possible vendor websites for product information.

- Reference regulatory or technical information.
- Research

#### 4. Policy

##### 4.1 Personal Usage

This section allows employees to make limited use of county internet resources for personal purposes, with the approval of the Department's Management.

Employees may use county resources for personal purposes, but only where such use:  
Involves de minimis additional expense to the county  
It does not interfere in any way with the mission or operations of the department and is otherwise permissible under Rockdale County and applicable State and Federal laws and regulations.

**All Internet users should know that the county network traffic is monitored for unauthorized activity and excessive use.**

##### 4.2 Prohibited Usage

Acquisition, storing, and disseminating data that is illegal, pornographic, or negatively depicts race, sex, or creed is expressly prohibited. The county also prohibits the conduct of a business enterprise, or political activity, engaging in any form of intelligence collection from our facilities, engaging in fraudulent activities, or knowingly disseminating false or otherwise libelous materials.

Other activities that are strictly prohibited include but are not limited to:

- Accessing county information that is not within the scope of one's work. This includes an unauthorized reading of customer account information, unauthorized access to personnel file information, and accessing information that is not needed for the proper execution of job functions.
- Misusing, disclosing without proper authorization or altering customer or personnel information. This includes making unauthorized changes to a personnel file or sharing electronic customer or personnel data with unauthorized personnel.
- Deliberate pointing or hyperlinking of county Web sites to other Internet/www sites whose content may be inconsistent with or in violation of the aims or policies of the company.
- Any conduct that would constitute or encourage a criminal offense, lead to civil liability, or otherwise violate any regulations, local, state, national or international law, including without limitation U.S. export control laws and regulations.
- Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, trade secrets, or patent rights of any person or organization. Assume that all materials on the Internet are copyright and/or patented unless

specific notices state otherwise. transmission of any proprietary, confidential, or otherwise sensitive information without the proper controls.

- Creation, posting, transmission, or voluntary receipt of any unlawful, offensive, libelous, threatening, harassing material, including but not limited to comments based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- Any form of gambling.

Unless expressly authorized under the provisions of section 4.2, the following activities are also strictly prohibited:

- Unauthorized downloading of any software programs or files for use without advance authorization from the TSD and the user's manager.
- Playing any video games.
- Spam or phishing
- Participation in any online contest or promotion.

Bandwidth both within the county and in connecting to the Internet is a shared, finite resource. Users must make reasonable efforts to use this resource in ways that do not negatively affect other employees. The Technology Services Department may set guidelines on bandwidth use and resource allocation and may ban the downloading of file types.

#### 4.3 Software License

The County strongly supports strict adherence to software vendors' license agreements. When at work or county computing or networking resources are employed, copying software in a manner inconsistent with the vendor's license is strictly forbidden. Questions regarding lawful versus unlawful copying should be referred to the Technology Services Department for review or to request a ruling from the county attorney before any copying is done.

Similarly, the reproduction of materials available over the Internet must be done only with the written permission of the author or owner of the document. Unless permission from the copyright owner(s) is first obtained, making copies of material from magazines, journals, newsletters, other publications, and online documents are forbidden unless this is both reasonable and customary. This notion of "fair use" is in keeping with international copyright laws.

Using county computer resources to access the Internet for personal purposes without the approval of the user's manager and the Technology Services Department may be considered cause for disciplinary action up to and including termination. (Refer to section 4.1 Personal Usage)

## 4.4 Expectations of Privacy

### 4.4.1 Monitoring

There is no Reasonable Expectation of Privacy in the county's computer network. County staff should pay particular attention to the banner message when logging on to their computers.

Users should consider their Internet activities periodically monitored and limit their actions accordingly. (Refer to Acceptable Use Policy)

**Management reserves the right to examine E-mail, personal file directories, web access, and other information stored on county computers, at any time and without notice. This examination ensures compliance with internal policies and assists with the management of company information systems.**

### 4.4.2 E-mail Confidentiality

Users should be aware that E-mail is not a confidential means of communication. The county cannot guarantee that electronic communications will be private.

Employees should be aware that electronic communications can depend on the technology, forwarded, intercepted, printed, and stored by others. Users should also be aware that once an E-mail is transmitted it may be altered.

Deleting an E-mail from an individual workstation will not eliminate it from the various systems across which it has been transmitted.

## 4.5 Maintaining County Image

### 4.5.1 Representation

Users must realize they represent the county when using company resources to access and use the Internet. 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 company". Questions may be addressed to the Technology Services Department.

### 4.5.2 County Materials

Users must refrain from placing county material (examples: internal memos, press releases, product or usage information, documentation, etc.) on any mailing list, public newsgroup, or such service. Any posting of materials must be approved by the employee's manager and the Public Relations Department and will be placed by an authorized individual.

#### 4.5.3 Creating Websites

All individuals and/or business units wishing to establish a www home page or site must first develop business, implementation, and maintenance plans. Formal authorization must be obtained through the Technology Services Department. This will maintain the publishing and content standards needed to ensure consistency and appropriateness. In addition, contents of the material made available to the public through the Internet should be reviewed by Public Relations to ensure content is written without error (proper grammar usage, use of punctuation, and the correct spelling of words). The department submitting the content may seek review by Public Relations, if necessary. Once the content is reviewed, it is the responsibility of the department to maintain the page and request guidance from the PR Department as needed. All company pages are owned by and are the ultimate responsibility of the Public Relations Director. All company websites must be protected from unwanted intrusion through formal security measures, which can be obtained from the TSD department.

#### 4.5.4 Periodic Reviews

#### 4.6 Usage Compliance Reviews

Periodic reviews will be conducted to ensure compliance with this policy. These reviews will include testing the degree of compliance with usage policies.

##### 4.6.1 Policy Maintenance Reviews

Periodic reviews will be conducted to ensure the appropriateness and effectiveness of usage policies. These reviews may result in the modification, addition, or deletion of usage policies to better suit county information needs.

### 5. Policy Compliance

#### 5.1 Compliance Measurement

The Technology Services Department Director 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

The Technology Services Department Director must approve any exception to the policy in advance.

#### 5.3 Non-Compliance

An employee who violates this policy may be subject to disciplinary action, including termination of employment. Additionally, the county may seek legal remedies for damages incurred due to any violation. The county may also be required by law to report certain illegal activities to the appropriate enforcement agencies.

Approved this 9 Day of may

Rockdale County, Georgia  
Board of Commissioners



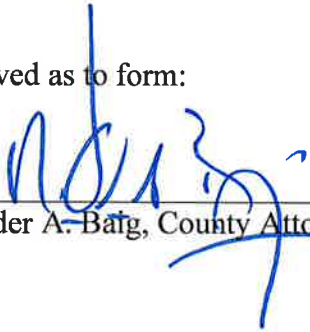
Osborn Nesbitt, Sr., Chairman

ATTEST:



Jennifer Rutledge,  
Executive Director, Government Affairs/County Clerk

Approved as to form:



M. Qader A. Baig, County Attorney