

## **1C-5 COMPUTER AND INTERNET USAGE**

The use of the County information systems, including computers, fax machines, smart phones, tablet computers and all forms of Internet/Intranet access, is for County business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in any expense to the County.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the County's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of County computers, networks, and Internet access is a privilege granted by department heads and may be revoked at any time for inappropriate conduct carried out on such systems. Improper use may result in disciplinary action up to and including termination of employment.

Users should recognize that computing resources are limited and user activities may have an impact on the entire network.

Users **MUST**:

- Use Google Apps for Government (Google Mail/Gmail) for any and all email that pertains to official business of the County;
- Follow established procedures for protecting files, including managing passwords, using encryption systems and storing back-up copies of files;
- Take all precautions to not introduce worms, viruses or other malicious code into the system, nor disable protective measures such as antivirus and spyware firewalls;
- Visit only business-related websites. Social networking sites are business related only if you maintain a page for your department;

Users must **NOT**:

- Misuse email;
- Spread email widely (chain letter) and without good purpose ("spamming") or flood an individual, group or system with numerous large email messages ("bombing");
- Install software and/or hardware. This includes but is not limited to screen savers and screen backgrounds. Only the Information Systems Department is authorized to install software and/or hardware.
- Use streaming audio, video or real time applications such as weather monitoring or internet radio.
- Divulge any password(s) to other users. Any user that is caught sharing his/her password with another user shall be subject to departmental disciplinary action.

- Install games on any County owned system.
- Use County software for personal non-County purposes, profit, entertainment or violation of local, state and/or federal laws.

The County owns the rights to all data and files in any computer, network, or other information system used in the County. The County also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems, Facebook, twitter, etc.) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using county equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by county officials at all times. The County has the right to inspect any and all files stored in private areas of the network or on individual computers, cellphones or storage media in order to assure compliance with policy and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate County official. No employee shall break any copy right laws, download any illegal or unauthorized downloads. The County monitors its entire informational systems and employees may be subject to disciplinary action up to and including termination of employment for any misuse or abuse of County informational systems.

Employees should not bring personal computers to the workplace or connect them to the County electronic systems, unless expressly permitted to do so by their supervisor and or the County Information Technology Department. Violation of this policy, may result in disciplinary action, up to and including termination of employment.

### **1C-6 COMPUTER EQUIPMENT PURCHASES**

**The County Information and Technology Department (“IT Department”) is responsible for establishing standards for all County technology purchases. For the purpose of this policy, technology includes computer hardware, software, peripherals, and any other networked devices. It is imperative that the IT Department is actively engaged in all technology purchases to address the following:**

- Adherence to the County overall technology plan.
- Compatibility with the County network environment.
- Suitability based on needs assessment.
- Availability of sufficient resources, to include initial and recurring cost.
- Compliance with Security policies.
- Manufacturer’s warranties.

#### **1.0 Definitions**

- Peripherals – Monitors, Keyboards, USB drives, scanners, projectors, speakers, etc.
- Other networked devices – printers, access points, routers, etc.

## 2.0 Purpose

The purpose of this policy is to establish standards, guidelines, and procedures for the approval and purchase of technology equipment at the County.

## 3.0 Policy

IT Department must review and approve all technology purchases prior to the County committing to such purchase to ensure the compatibility and suitability of all technology equipment and software. This includes software upgrades.

## 4.0 Procedures and Responsibilities

- **Department Supervisors** must submit a request via *email* to receive a price quote for hardware or software purchases. It is important that the user supply all of the required information in order to avoid delays.
- IT Department will provide a “standard” specification (quote) for desktop and laptop PCs, printers, peripherals and software.
- IT Department completes quotes and sends them to the requester via e-mail
- Department supervisor then approves the quote for order, by sending a General Ledger account number to IT Department via email.
- IT Department will then complete a purchase order and send to County Auditor for approval of funds.
- When the County Auditor approves funding the IT Department will order equipment or software.
- All equipment and software will be delivered to and receipted by the **IT Department**. Once equipment or software is delivered, **IT Department** will then inventory the item and then schedule for installation.

**The County IT Department is solely responsible for purchasing and/or approving purchasing of equipment for each department. Purchases made outside these policy procedures will not be maintained by the IT Department, nor will the costs associated with this equipment be paid by the County.**

## 1C-7 SOCIAL MEDIA

For purposes of this policy “social media” includes, but is not limited to, online forums, blogs and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and MySpace.

The County recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if: it interferes with the employee’s work; is used to harass supervisors, co-workers, customers or vendors; creates a hostile work environment; or harms the goodwill and reputation of the County among the community at large. The County encourages employees to use social media within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned above.

Where no policy or guideline exists, employees are expected to use their best judgment and take the most prudent action possible. If you are uncertain about the appropriateness of a social media posting, check with your manager or supervisor.

- If your posts on social media mention the County make clear that you are an employee of the County and that the views posted are yours alone and do not represent the views of Navarro County.
- Do not mention the County's supervisors, employees, customers or vendors without their express consent.
- Do not pick fights. If you see a misrepresentation about the County, respond respectfully with factual information, not inflammatory comments.
- Remember, you are responsible for what you write or present on social media. You can be sued by other employees, supervisors, customers or vendors, and any individual that views your social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Employees can be subject to disciplinary action, up to and including termination of employment for what they post on social media platforms, even if the employee did not use a county computer or if the post did not occur during work hours or on county property.
- Employees may not use County computer equipment for non-work-related activities without written permission. Social media activities should not interfere with your duties at work. The County monitors its computers and their use to ensure compliance with this restriction.
- You must comply with copyright laws and cite or reference sources accurately.
- Do not link to the County's website or post County material on a social media site without written permission from your supervisor.
- All County policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment and code of conduct.
- Any confidential information that you obtained through your position at the County must be kept confidential and should not be discussed through a social media forum.
- Violation of this policy may lead to disciplinary action up to and including the immediate termination of employment.

**It is the policy of the County that supervisors do not engage in social media activities with their employees.**