

ANTRIM COUNTY COMPUTER, NETWORK SYSTEM AND INTERNET USE POLICY

Amended July 9, 2009

This policy describes Antrim County's guidelines and rules with regard to the use of cell phones, computers, network systems, or other similar electronic devices, electronic messages, Internet access service, the review and disclosure of all electronically stored information/data, electronic messages, sent or received, and the use of any Antrim County address designation. The term "electronic messages" includes, but is not limited to: email, text messages, blog entries, Twitter messages, or any other form of electronic messaging. This policy applies to all cell phones, computers, and network systems, whether supplied or owned by the County or a third party, which a County employee may have access to arising from their employment, or which is used or may be used in the performance of their duties.

Employees shall be aware that the following guidelines and rules might affect their privacy rights in the workplace.

The term employee shall apply to both employee and department head except as otherwise provided for herein.

Antrim County respects the individual privacy of its employees. However, employees do not have an expectation of privacy in any data, image, electronic message of whatever nature and type, including that which might be deemed personal or unrelated to county related activities, which is created, received, or stored on any computers, cell phones, network systems, Internet service, or other related equipment or supplies.

Provision of Computer, Network System and Internet Access Service

As a condition of employment, Antrim County places certain restrictions on workplace use of cell phones, computers, network systems, electronic messages and Internet service. Antrim County encourages employee use of the cell phone, computer, network system, electronic messages and Internet service:

- I. To perform assigned duties and tasks;
- II. To communicate with persons outside of the County related to assigned duties and tasks;
- III. To communicate with fellow employees regarding matters within an employee's assigned duties;
- IV. To acquire information related to, or designed to facilitate the performance of regular assigned duties and tasks; and,
- V. To facilitate performance of any task or project in a manner approved by an employee's supervisor.

Compliance With Applicable Laws and Licenses

Employees must comply with all software licenses, copyrights, and all other laws governing intellectual property and online activity and shall not add or download any software, (including shared files such as music files) to any computer or network system without prior approval of the department head or elected official and the County Technology Director.

Use of a cell phone, computer, network system, electronic message or Internet service, or use of an Antrim County address designation shall only be work related and specific to job performance.

Use of any cell phone, computer, network system, electronic message and Internet service, for any of the following purposes is expressly prohibited:

- I. Game playing or gambling;
- II. Installing and/or distribution of destructive programs or codes (i.e. viruses and/or self-replicating codes);
- III. Installing any unapproved program, including file sharing programs or any device; and
- IV. Intentional damage or interference with another's cell phone, computer, network system, electronic message or Internet service (for example, hacking and distributing viruses or other unauthorized code);
- V. Visiting websites and/or viewing any sexually oriented, pornographic or obscene material (commonly referred to as adult sites or material), purchasing any item or service therefrom, downloading, or storing any sexually oriented, pornographic or obscene image or material except as related to law enforcement purposes, as set-forth below;
- VI. Solicitations of any nature unrelated to County business;
- VII. Commercial usage for non-County business;
- VIII. Adding, creating, deleting or modifying any password or encryption key/code that is not approved by a department head or elected official and the County Technology Director;
- IX. Dissemination, copying or printing of copyrighted materials (including articles and software) in violation of copyright laws;
- X. Copying, sending, receiving, printing any county record which has not been approved, or otherwise disseminating proprietary data, trade secrets, non-public or confidential information, law enforcement related materials, or otherwise in violation of any County policy or proprietary agreements;
- XI. Offensive or harassing statements or language including, but not limited to, disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, weight, religious or political beliefs;
- XII. Sending or soliciting sexually oriented messages or images, except as related to law enforcement purposes as set-forth below;
- XIII. Operating a business, searching for business opportunities or employment or soliciting money for personal gain or use;
- XIV. Sending chain letters, or engaging in any other activity in violation of the law; and,
- XV. Any other unlawful conduct or activity.

Violation of Antrim County Computer, Network and Internet Service Use Policy

A violation of the Antrim County Computer, Network and Internet Service Use Policy may result in disciplinary action. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on Antrim County, citizens, and fellow employees, or a violation of law.

Management's Right to Access Information

The County provides cell phones, computers, network system, electronic messages and Internet service to facilitate County business and communications with the County. All passwords/codes to access computers, cell phones, the network system and Internet service are the property of Antrim County and/or an elected official. All data images and any other files or contents of whatever nature stored in any cell phone, computers or upon flash or external drives or similar devices, network systems, and electronic message, including those that might be deemed personal in nature, are accessible to and can be viewed, copied or printed by Antrim County, by a department head and/or an elected official. However, accessing, viewing, copying or printing of the same as it relates to offices of elected officials shall only be with the prior consent and approval of such elected official.

The employees' cell phones, computers, network systems and data stored thereon, and all electronic messages, may be subject to periodic unannounced inspections, and should be treated like other shared filing systems. The County Technology Director, with approval of the Board of Commissioners, may install and use devices to monitor the use of all computers, network systems and electronic messages without prior notice to any employee.

Elected officials and department heads will be notified of any monitoring device or software that is installed on a County wide basis.

The County Technology Director shall advise the elected official in advance of any intended inspections in order that the department head or elected official can be present during such inspection to insure that confidential material is not improperly accessed, viewed or copied.

The County Technology Director, or anyone at her/his direction or under her/his supervision, shall not access, copy (except for routine back-up and maintenance), or view any confidential material or data stored.

An elected official, with the approval of the County Technology Director, may install and use devices to monitor the use of all computers, network systems and electronic messages within their office without prior notice to any employee.

Elected officials shall advise the County Technology Director of their intent to adopt such measures to insure that such measures will not adversely affect any computer or network system or supersede this policy.

This provision for monitoring shall apply to any device used or installed for public safety at the Antrim County Sheriff Department, Antrim County Jail or 911/Dispatch Center for monitoring and recording communication and the transfer of data or information of any nature. Telephones and areas within the Antrim County Sheriff Department, Antrim County Jail or 911/Dispatch Center and any transmission to or from 911/Dispatch Center for public safety purposes may be equipped with devices to monitor and/or record activity and conversations and the employees shall not have an expectation of privacy while using telephones, communication devices, or in the area being monitored and/or recorded.

All data stored on any cell phone, computer, network system and electronic messages may be deemed to be a public record, except as otherwise limited by law or content. The contents of any and all data stored and electronic messages may be disclosed without an employee's consent, permission or acknowledgement and an employee should assume that data and messages are not confidential and may be made public.

Personal Use of Internet Service

Because Antrim County provides the cell phone, computer, network system, electronic messaging system and Internet service to assist an employee in the performance of his/her job, the use of same shall be for official Antrim County business. Incidental and occasional personal use of the cell phone, computer, network, electronic messages and Internet service may be permitted only upon the expressed prior consent of the department head or elected official.

Such incidental or occasional use shall not confirm any right of privacy, however such permission shall not include any (prohibited) uses listed above in I-XV. All such use and storage remain subject to this policy and disclosure and use is treated the same as any other data stored or electronic messages sent or received. Such use, files, data or electronic messages are not confidential, nor private to the employee, nor the property of the employee and can be accessed, viewed, copied, printed and disclosed by the County, a department head or an elected official and may be publicly disclosed as permitted or required by law.

Antrim County, department heads, and elected officials reserve the right to access and disclose, as necessary, all uses (whether personal or public), of the cell phone, computer, network system, electronic messages sent or received or Internet use, information stored on the computer or network system, and any data stored upon any disk or any other device used to store electronic information, without regard to content, except as to offices and employees of elected officials, as such right to access and disclosure shall only be with the consent of the elected official and/or as required by law. Any and all of an employee's personal files, electronic messages, data and material can be accessed and disclosed by the County, the department heads and the elected officials without prior notice, except as to offices and employees of elected officials, as such right to access and disclosure shall only be with the consent of the elected official and/or as required by law. Employees shall not use the cell phone, computer, electronic messaging or network system to create or store personal materials, or use electronic messages or Internet service to transmit or receive any messages of a personal non-County related nature; as such material may be read or disclosed without the consent of the employee.

Only County owned devices may be connected to the County network. Personally owned devices, including, but not limited to phones, laptop computers, or other devices may not connect to the County network with the exception of wireless connections through the Public Wireless access available in some buildings. Employees shall not connect to the Public Wireless access to circumvent this policy.

Password and Encryption Key Security and Integrity

Employees are not permitted to create, use or maintain any password or encryption key other than those provided, created or approved by the County Technology Director.

Employees are prohibited from the use of passwords and encryption keys of another employee to gain access to another computer, network system, computer file or an employee's electronic messages.

Employees are prohibited from disclosing any passwords and encryption keys to another employee to gain access to another computer, network system, computer file or any employees' electronic messages.

Employees are only authorized to access and use files and data stored upon the computer or network as authorized by their department head or elected official.

No employee shall attempt to access any computer or part of the network system which they are not authorized and/or which is reserved, assigned to or designated to the department head or elected official.

Material Download

Only software and programs authorized by the County Technology Director may be downloaded to, or installed on any computer or network system. Computers or internal network systems located solely within the offices of any elected official, and not connected to any other County network system, may make use of software and programs downloaded to computers or internal network systems within such offices as authorized by the elected official.

Virus Detection

All material downloaded from the Internet, or from other computers or networks, or uploaded from any device, MUST be scanned for viruses and other destructive programs before being placed onto any computer connected to the County networks.

Waiver of Privacy

Department heads and elected officials, within their respective departments and offices, have the right, but not the duty, to monitor any and all aspects of computer use, including but not limited to, monitoring the use of computers, network systems, electronic messages and Internet services, websites employees visit, review material downloaded or uploaded by employees, review electronic messages sent and received by employees, and all documents and files of any nature on any computer or network system.

Antrim County and its elected officials may install such programs designed to monitor the use of the computers, network systems, Internet services, including electronic messages, as well as stored data and files of whatever nature. Elected officials shall advise the County Technology Director of their intent to adopt such additional measures as permitted under Adoption of Additional Provisions to insure that such additional measures will not adversely affect any computer or network system or supersede this policy.

Employees and department heads acknowledge their right to privacy is limited in the work place and do waive any claim of privacy in anything they create, store, send or receive, of whatever type and nature on the computer, network system, electronic messages or the Internet and further waive any such right.

Adoption of Additional Provisions

Elected officials have the right to adopt such additional measures as may be required by the specific needs and requirements of their respective offices. Elected officials shall advise the County Technology Director of their intent to adopt such additional measures to insure that such additional measures will not adversely affect any computer or network system or supersede this policy. Unless such adopted measure is required for the elected official to carry out a statutory or constitutional duty, no additional measures adopted by an elected official shall be deemed to supersede any provision of this policy unless prior consent is granted by the County Board of Commissioners.

The Prosecuting Attorneys Office and Sheriff Department shall adopt rules and policies to address use of computers, network systems, electronic messages and Internet service, as it relates to criminal investigations, which might require the visiting, downloading, storage and viewing of sexually oriented, pornographic, or obscene material/images or websites (commonly referred to as adult sites) or such other websites related to criminal investigations or necessary for law enforcement function of Prosecuting Attorney Office and Sheriff Department.

With the approval of the County Board of Commissioners, a department head may adopt additional other measures as may be required by the specific needs and requirements of their respective offices.

ACKNOWLEDGEMENT OF RECEIPT

I, the undersigned employee of Antrim County, acknowledge receipt of Antrim County Computer, Network System and Internet Use Policy. I have read the policy and I understand it.

Dated: _____

Employee Signature

Employee Name Printed

Department