

Menominee County Computer Policy

Purpose

The purpose of the electronic mail (e-mail) system and Internet access is to assist Menominee County conduct day to day business activities. This document sets forth the policies regarding the use of the e-mail, the Internet, and other electronic communications equipment. The purpose of this policy is to outline the acceptable use of computer equipment to protect the employee and Menominee County. Inappropriate use exposes Menominee County to risks including virus attacks, compromise of network systems and services, data loss, and legal issues. It is the responsibility of every computer user to be aware of this policy and to conduct their activities accordingly.

Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at Menominee County, including all personnel affiliated with third parties. This policy applies to all equipment owned or leased by Menominee County. Only Menominee County employees who have an e-mail account and passwords are permitted to use these systems. E-mail accounts will only be established once the employee has read the Menominee County's Computer Policy and signed the Computer Policy Statement of Understanding. Upon termination of employment, that user's e-mail account and privileges will be revoked.

Roles & Responsibilities

Menominee County's administration office shall be responsible for establishing, maintaining, and monitoring all municipality-provided e-mail accounts. Requests for new Internet access accounts must be approved by the administrator or his designee. It is the responsibility of each user to retain to or purge e-mail at their workstation in accordance with applicable records retention law. Employees will not be held responsible for receipt of unsolicited non-business related e-mail ("spam"), but shall be obligated to delete such messages promptly.

The County Administrator or his designee is the only one who can authorize software installation on the counties computer system.

Menominee County may monitor Internet traffic, examine any or all computer files or stored data and may read e-mail and other communications at any time. Additionally, Menominee County Information Services may periodically perform or authorize random security and risk assessments of County computer systems.

The County may allow occasional personal use of the computer systems, provided such use does not interfere with the flow of business. Users are expected to exercise good judgment and restraint in their personal use of the County computer system. Department Heads and Elected Officials will utilize their discretion within their respective departments to monitor and allow personal use of the computer system.

*CB approved
5/25/2010*

Ownership

All electronic communication, and all other data and information transmitted by, received from, or stored in these systems, pertaining to Menominee County business are the property of Menominee County. E-mail messages either composed or received in this system may be subject to Freedom of Information Act.

Prohibited Uses

Certain uses of Menominee County's e-mail system are not allowed. Use of the Internet includes all restrictions that apply to the use of e-mail and other electronic equipment. Any activity that is illegal is a violation of Menominee County policy.

Activities that violate Menominee County Computer Policy include but are not limited to:

- Attempting to access or accessing another user's data or system or a restricted resource without proper authorization
- Password sharing
- Releasing or sending any programs and/or files that have the potential to damage or harm the County system or network
- Sending hoax messages, with or without the use of another person's identification
- Unauthorized access to data or files
- Engaging in harassing, threatening, racist, intimidating or otherwise offensive behavior through use of the County computer system or network
- Altering any form of communication with intent to hide the user's identity or with intent to impersonate another
- Downloading, installing or using unlicensed or unauthorized software
- Copying, selling or distributing software owned by Menominee County
- Altering, changing, modifying or deleting any software owned by Menominee County without authorization
- Accessing Internet chat sites unless needed in order to perform job duties
- Using the Internet to buy, sell, trade or barter for anything of value for personal use – this provision does not apply to employment related items
- Attempting to subvert or circumvent restrictions placed on computer system use
- Establishing any e-mail account other than the account provided by the Menominee County exchange server
- Using e-mail for any purpose which violates State and Federal laws
- Using e-mail or file sharing technology in a way that violates copyright laws
- Use of Internet radio and/or other streaming video or audio application unless needed in order to perform job duties
- Using e-mail to circumvent the Open Meetings Act
- Browsing or use of restricted content web sites unless needed in order to perform job duties
- Downloading of non-business related data
- Downloading of non-approved applications programs
- Using e-mail for commercial purposes other than the business of the Menominee County
- Unauthorized use of e-mail for purposes of lobbying, or for solicitation
- Creating offensive, disruptive, or malicious messages. These include, but are not limited to, messages which contain profanity, sexually explicit content, race, national origin or gender specific comments, threats, or harassment

- Using e-mail for religious or political activities or other similar purposes
- Using the e-mail system for gambling, betting pools, or investment clubs
- Creating or forwarding chain letters
- Job hunting
- Union Business including e-mail and Internet communications
- Engaging in any e-mail activity that would create liability for the Menominee County

Passwords

Each employee's password is confidential, but each employee must understand this does not suggest the workstation is for personal confidential communications or suggest the e-mail is personal property of the employee. Passwords shall be kept secure. Authorized users are responsible for the security of their passwords and accounts. Employees shall not do anything to inhibit access to an employee's workstation by the system administrator. Employees shall log-off or lock their workstation (control-alt-delete) when unattended. Employees who share their Internet passwords with others and/or leave their computers unattended and logged in/unlocked with an open web browser may be held responsible for any consequent unauthorized usage.

Violation of Policy

Employees found in violation of this policy will be subject to progressive discipline in accordance with the Menominee County Personnel Manual.

Menominee County Computer Policy Statement of Understanding

This confirms I have been given and understand the Menominee County Computer Policy. I understand e-mail communications are to be utilized for the conducting of Menominee County business and not for personal communications. As an employee of Menominee County I understand I am not permitted to retrieve access or store any electronic communications other than the electronic communications authorized to perform the duties of my job. I further understand all electronic communication information and systems are the property of Menominee County. I acknowledge that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt or storage of information in this equipment including information for personal purposes.

I consent to and acknowledge Menominee County may monitor my use of equipment at its discretion. The monitoring may include but not limited to printing and reading of all electronic communications leaving, entering or stored in the Menominee County system. I am aware that any violation of the Computer Policy could be cause for disciplinary actions, up to and including discharge from employment or criminal prosecution.

Menominee County does reserve the right to amend or change its Computer Policy at anytime with the approval of the County Board of Commissioners.

By signing below the employee indicates the Computer Policy has been read and understood. This statement of understanding is acknowledged by the following employee.

Date: _____

Name (Print): _____

Employee Signature: _____