

EMPLOYEE NETWORK, INTERNET AND E-MAIL PROCEDURES

Updated 4/15/2008

**Waushara County is not responsible for the actions of individual users.
Waushara County reserves the right to amend or modify this policy at anytime.**

GENERAL

1. All use of the network and Internet must be related to county business. Waushara County, through Data Processing (DP), reserves the right to prioritize use and access to the network and Internet. Downloading and installation of files/programs that are not related to County policies and prohibited. All software licensing agreements will be located and maintained by Administration.
2. All use of the network and Internet must be in conformity with local, state and federal law and Waushara County policies and procedures.
3. The network and Internet at Waushara County constitute public facilities and as such may not be used to support or oppose political candidates or ballot measures, or for commercial solicitation.
4. All communication via the network and Internet should be consistent with the public service mission or image of Waushara County. Each user is responsible for the appropriateness and content of material s/he transmits or publishes on the network or Internet.
5. Subscriptions to mailing lists, bulletin boards, chat groups, commercial on-line services or other information related services must be pre-approved by the employee's department head and the Data Processing Committee and must be related to county business.
6. All users must identify themselves clearly and accurately in all electronic communications. Anonymous or pseudo-anonymous communications are prohibited. Any attempt to conceal one's identity to dissociate oneself from irresponsible or offensive behavior is a violation of Waushara County policies and procedures that will, at minimum, result in the loss of network and/or Internet privileges to the extent necessary to address the violation.
7. No employee shall have access to the network or Internet without signing Employee Network and Internet Procedures Individual User Acceptable Use Agreement Release Form. The Individual User Acceptable Use Agreement Release Form will be filed with Administration.

ETIQUETTE

1. Be polite
2. Use appropriate language. Do not get abusive in messages or communications to others. Do not use swear words, vulgarities or any other inappropriate language. Use the same care in drafting messages as you do in written communications.
3. Do not use the network or Internet in such a way that would disrupt the use of the network by others.
4. All communications and information accessible via the network should be assumed to be property of Waushara County. Employees should not have the expectation of privacy in anything they create, send or receive on the computer, except that all communications which are confidential according to state and/or federal law will be treated with the same care and insurance of privacy as non-electronic records.
5. Users are responsible to the appropriateness and content of material they transmit or publish on the network and Internet. Hate mail, harassment, discriminatory remarks or other antisocial behavior such as targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual group or organization or attacks based on a person's race, national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation or another such characteristic or affiliation is prohibited and shall result in disciplinary action including, but not limited to, the termination of the right to access the Internet/e-mail and/or termination of employment.

SECURITY

1. Each user is accountable for all activity that occurs under his or her password. Each employee shall provide his/her supervisor with his/her login information. Passwords are for the protection of the county and the individuals conducting business with the county, not individual employees. Misrepresenting oneself through use of another's password constitutes fraud and is a violation of Waushara County policies and procedures, unless the supervisor has a business reason for accessing the files.
2. Users may not leave an open file or session unattended or unsupervised.
3. Seeking information on, obtaining copies of or modifying files, other data, or passwords belonging to another person is prohibited and may subject an employee to disciplinary action including but not limited to termination.
4. Attempting to gain unauthorized access to the system and/or network is against the law and is prohibited and may subject an employee to disciplinary action including but not limited to termination.

5. Communications may only be encrypted to the extent necessary by federal and state law for the purposes of fulfilling confidentiality requirements and not solely as a means to avoid the security review. All employees needing to use encrypted messages must have prior approval from his/her Department Head.

6. Distributing or otherwise making a user password or those of another person available to others or otherwise attempting to evade, disable or crack passwords or other security provisions or assisting others in doing so is a serious violation of Waushara County policies constituting grounds for immediate suspension of network privileges and other disciplinary action including but not limited to termination. Only the supervisor can access an employee's file when there is a business reason for doing so.

7. Waushara County has the right (but not the duty) to monitor any and all aspects of the computer system, including employee e-mail, to ensure compliance with this policy.

8. Personal information such as addresses and telephone numbers should remain confidential when communicating on the network and Internet. This includes the user's own as well as those of colleagues.

ELECTRONIC MAIL

1. E-mail may not be used for commercial solicitation and/or personal activities.

2. Users must include their E-mail address in all mail sent.

3. Users must be aware that the Internet is not secure and assume that others can read and possibly alter E-mail. Users must take all necessary precautions to ensure that confidential information exchanged over the network and/or Internet and through E-mail is handled in such a way to maintain the confidentiality of the information.

4. No form of a chain letter or similar communication may be sent on the network or Internet.

5. Sending mail that appears to have come from someone else is prohibited.

6. Minimize large attached files when sending and/or receiving E-mail.

7. Use extreme caution when downloading attached files and/or programs from persons known or unknown since they may contain viruses.

8. Downloaded files and/or programs must be scanned with a virus detection program. Users are responsible, and may be held liable, for a computer becoming infected with a virus.

9. E-mail received at Waushara County is retained on the system until deleted by the recipient. In addition, E-mail deleted on the system by the recipient will continue to exist in an offline backup archive file.

10. Employees are expected to delete E-mail in a timely manner. DP may remove such mail if not attended to regularly by the recipient.

11. Waushara County reserves the right to inspect contents of E-mail. Waushara County will fully cooperate with local, state and/or federal officials in any investigation concerning or relating to any E-mail transmitted from or received at any Waushara County facility.

12. Waushara County recognizes that some messages sent via E-mail for valid county purposes, contain privileged and confidential material. Therefore, any such material discovered during compliance monitoring by Waushara County shall be handled with the same care and protection as written documents containing such material. Any person disclosing confidential and/or privileged material without appropriate authorization shall be subject to disciplinary action, including but not limited to termination of employment.

SYSTEM RESOURCES

1. Diligent effort must be made to conserve system resources. E-mail and unused files should be deleted or stored by alternative means in a timely manner.

2. Users will accept limitations or restrictions on network and Internet resources such as, but not limited to, storage space, time limits or amount of resources consumed when so instructed by DP.

3. Waushara County and DP reserve the right (but not the duty) to monitor network and Internet resources in any form to maintain network and Internet resources and to ensure that illegal or improper activity is not occurring.

**WAUSHARA COUNTY
EMPLOYEE NETWORK AND INTERNET PROCEDURES
INDIVIDUAL USER
ACCEPTABLE USE AGREEMENT RELEASE FORM**

I have read, understand and agree to abide by the conditions and rules as stated in the Waushara County Employee Network, Internet and E-mail Procedures. I further understand that any violations of the conditions and rules of the Employee Network, Internet and E-mail Procedures is a violation of Waushara County policy and may constitute criminal offense(s). Should I commit any violation of this procedure, my access privileges may be revoked, disciplinary actions(s), including but not limited to termination, may be taken and/or appropriate legal action(s) initiated.

I further acknowledge receiving, reading and understanding the Employee Network Internet and E-mail Procedures and agree to the conditions set forth in that document.

Signature: _____

Print Name: _____

Date: _____