

**ST. CLAIR COUNTY  
COMPUTER USE POLICY #34  
AND RELATED PROCEDURES**

**STATEMENT OF PURPOSE**

- 1.) St. Clair County strives to maintain adequate facilities for its users and to provide an atmosphere that encourages sharing of knowledge, the creative process and collaborative efforts within the County's public service missions.
- 2.) All users must act honestly and responsibly. Every user is responsible for the integrity of these information resources. All users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent licenses and contractual agreements related to County information systems. All users shall act in accordance with these responsibilities, and the relevant local, state and federal laws and regulations. Failure to so conduct oneself in compliance with this Policy may result in suspension, dismissal and/or other disciplinary actions.
- 3.) To ensure that use of the Internet/County's electronic information system for employees of St. Clair County and other approved agencies are consistent with county policies, all applicable laws, ethical protocol and the individual user's job responsibilities and to establish basic guidelines for appropriate use of the Internet.

**DEFINITIONS**

For purposes of this policy the following definitions shall apply:

"Electronic communications" shall mean and include the use of information systems in the communicating or posting of information or material by way of electronic mail, bulletin boards, World Wide Web (Internet), or other such electronic tools.

"Information systems" shall mean and include computers, networks, servers and other similar devices that are administered by the County and for which the County is responsible.

"Networks" shall mean and include video, voice and data networks, routers and storage devices.

"Obscene" with respect to obscene material shall mean (1) that an average person applying contemporary community standards would find the material taken as a whole predominantly appeals to the prurient interest or a shameful or morbid interest in nudity, sex, or excretion; and (2) the material depicts or describes in a patently offensive way sexual conduct and (3) the material taken as a whole lacks serious literary, artistic, political or scientific value.

**PROCEDURE FOR INTERNET PRIVILEGES**

Internet access must be approved by the St. Clair County Commission and St. Clair Technology Cooperative and meet all security requirements that have been established by St. Clair County. **(See Policy #33 for these procedures)**

## **ACCOUNTABILITY OF ELECTED OFFICIALS, DEPARTMENT HEADS AND EMPLOYEES**

Activity on the Internet, i.e., browsing, inquiring, downloading or e-mail, performed on County equipment is intended to be for the pursuit of County business. Internet activity conducted on County equipment may be monitored to ensure use consistent with this policy. Use of the internet that is inconsistent with the policy as expressed in this document will subject the responsible parties, including the department head, to disciplinary action. Revocation of Internet access may be implemented.

St. Clair County Commission may routinely access or monitor employee communications on the Internet. Users are subject to monitoring and unauthorized use of county equipment for personal use is prohibited.

### **PERMITTED USE**

#### *Acceptable Use-*

The purpose of the computer system is to assist you in the performance of your duties as an employee or approved agency of St. Clair County. The use of your computer and network must be in support of the objectives of St. Clair County and/or your department.

Security on any computer system is a high priority. If you identify a security problem, you must notify the St. Clair Technology Cooperative and your elected official or designated department head immediately.

No outside software CD is to be brought in from outside sources and loaded onto any computer without notification to and approval of the St. Clair Technology Cooperative and Department Head.

Authorized personal use shall not conflict with a user's performance of duties and responsibilities for the County or approved agency. Personal use for personal financial gain is prohibited.

### **ACCESS**

Unauthorized access to information systems is prohibited. No one shall use the ID or password of another, nor should anyone provide his or her ID or password to another, except to their elected official or the individual authorized by the elected official.

### **MISUSE OF COMPUTERS AND NETWORK SYSTEMS**

Misuse of St. Clair County information systems is prohibited. Misuse includes the following:

Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.

Disclosing of secluded, private or other information not open to the public.  
Accessing without proper authorization, computers, software, information or networks to which the County connects, regardless of whether the resource accessed is owned by the County or the abuse takes place from a non-County site.  
Taking actions, without authorization, which interferes with the access of others to information systems.  
Circumventing logon or other security measures.  
Using information systems for any illegal or unauthorized activity in violation of local, state or federal law.  
Personal use of information systems or electronic communications for non-County consulting business or employment.  
Sending any fraudulent electronic communication.  
Violating any software license or copyright, including copying or redistributing copyrighted software, without the written authorization of the software owner.  
Using electronic communications to harass or threaten users in such a way as to create an atmosphere, that unreasonably interferes with users experience.  
Reading other user's information or files without permission.  
Forging, fraudulently altering or falsifying, or otherwise misusing County or non-County records.  
Sending chain letters, gambling, or engaging in any other non-work related activity.  
Launching a computer virus or other rogue program.  
Sending, soliciting, or receiving sexually oriented message or images.  
Misrepresenting an individual's opinion as county policy.  
Playing radio, web shots, instant messaging and all other products or services that automatically download data to the workstation or cause constant Internet connectivity or network traffic.

## **PRIVACY**

All information created on or downloaded to County computers is public information and is governed by the same open record laws as their paper counterparts. A user can not expect the files and data he or she generates to be private information unless protected by law, such as juvenile information. Computer system activity can be monitored by authorized personnel in the event there is reasonable suspicion that inappropriate use is occurring.

Users should be aware that the St Clair Technology Cooperative might access individual user files or data in the process of performing repair or maintenance of computing equipment they deem reasonably necessary including the testing of systems in order to ensure adequate storage capacity and performance while performing repair or maintenance of computing equipment. The Cooperative may randomly monitor data as requested by elected official or county commission. The St. Clair Technology Cooperative personnel performing repair or maintenance of computing equipment are prohibited from exceeding their authority of access for repair and maintenance purposes or from any use of individual user files or data for any purpose other than repair or

**NOTIFICATION**

This policy shall be made a part of the St. Clair County handbook. It shall also be provided to all approved departments or agencies that are on the county's system.

**APPLICATION AND ENFORCEMENT**

This Policy applies to all employees and administrative units of St. Clair County.

Approved and Adopted this the 14<sup>th</sup> day of Dec., 2004.

St. Clair County IT Steering Committee



St. Clair County Commission



Stanley D. Batemon, Chairman

*Approved by  
Bill Wathington,  
County Attorney  
11-18-04  
Joy Shorrock  
Administrator*