19. INFORMATION TECHNOLOGY POLICIES

19.1 Acceptable Use of County Information Systems

19.1.1: **Purpose**: The purpose of this policy is to outline appropriate use of County computing and information resources by the County's employees, contractors, vendors, and volunteers (County Users). Access to these County resources carries the responsibilities of ethical use and good judgment.

Considerable resources have been committed to making computing and information resources available. This Policy is designed to help users understand the proper use of those resources and that inappropriate use exposes the County to risks including cyber-attacks, service degradation, negative publicity, and potential legal concerns.

19.1.2: **Applies** To: All County employees, volunteers, contractors and vendors accessing County Information Technology systems.

19.1.3: **Policy Statement**: The general criteria used in deciding acceptable use are whether the usage is of benefit to The County of Lake, whether it complies with government laws and regulations, and whether it does not adversely affect others.

19.1.4: Resource Usage: County of Lake Information Systems are provided for the purposes of conducting county authorized business. Personal use of County Information Systems is prohibited.

19.1.5: All uses of County Information Systems must comply with all applicable state and federal laws, and government regulations.

19.1.5.1: Installation of 'pirated' or otherwise illegal/unlicensed software is prohibited.

19.1.5.2: All uses of County systems must abide by applicable copyright and fair-use laws.

19.1.6: Network and Systems Disruptions: Any activities that disrupt the usage of the County network or systems for other users, including the public, are prohibited.

19.1.6.1: Interference or tampering with any aspect of a county network system is prohibited.

19.1.6.2: Installation of network/networked equipment not expressly authorized by the Information Technology Department is prohibited.

19.1.6.3: Non-business usage that disrupts or limits the business usage of County Systems is prohibited.

19.1.7: Conduct: Online conduct must reflect the ethics, professionalism, and courtesy expected from County of Lake employees.

19.1.7.1: Unprofessional conduct is prohibited: County employees must refrain from activity that reflects poorly on the County and/or their department.

19.1.7.2: Profanity, malice, inappropriate content, and any other behavior that may diminish the standing/reputation of the County is prohibited.

19.1.7.3: Online communications written in a capacity that represents the County to the public are to be appropriate for all audiences.

19.1.8: Confidentiality/Authorization: County systems are to be used only by authorized individuals and confidential information must be protected.

19.1.8.1: Credentials for County and third-party systems in use by the County are only to be used by authorized individuals.

19.1.8.2: Credentials for County and third-party systems in use by the County must be protected. Usernames and passwords for systems must not be left where they can be seen or accessed by someone other than the individual authorized to use them.

19.1.8.3: Users must only access those systems they have been authorized to access. If a user finds that they have been inadvertently provided access they should not have, they must inform their supervisor so that the problem can be corrected.

19.1.8.4: Access to County Information Systems is only allowed through authorized means. For example, remote access to any system is allowed only through County authorized VPN access systems. Users must not install third-party applications that allow remote access or otherwise compromise established access/authorization protocols.

19.1.9: Approved/Authorized Software/Services: Only approved and authorized software and systems are to be used.

19.1.9.1: Users of County Information Systems must not install any software that is not authorized by their department for business use and approved by the Information Technology Department.

19.1.9.2: Users of County Information Systems must not install any peripherals (input devices, output devices, storage devices, etc.) not approved by the Information Technology Department.

19.1.9.2: Users must not utilize third-party services (i.e. 'cloud' services) that are not expressly authorized by their department for business use and approved by the Information Technology Department.

19.1.9.3: Users must not augment/modify provided software (e.g. web browsers) with plugins or other unapproved add-ons.

19.1.9.4: The County Information Technology Department (IT) makes specific industry standard tools available for employee use. This allows the County Information Technology Department to ensure compatibility and supportability of these tools, while ensuring security needs are met. Users must not use alternative tools (such as alternate/unauthorized web browsers or e-mail clients) from what is provided by the IT Department.

19.1.10: No expectation of Privacy: All activity on County Information Systems may be monitored.

19.1.10.1: All use of County Information Systems may be monitored by supervisors, or other authorized individuals.

19.1.10.2: All files/e-mails/instant messages or other digital assets may be reviewed by supervisors or other authorized individuals.

19.1.11: **Penalties**: All County Employees and Contractors are expected to abide by these policies. Failure to comply with any one of these policies may result in disciplinary or other corrective action, termination of contracts, denial of service, and/or legal penalties, both criminal and civil.