

COMPUTER USAGE

#465

1.0 PURPOSE. To define the proper use of County computers. Computers are assigned to employees to facilitate the effectiveness and efficiency by which they perform their duties. This includes tasks they perform as a direct result of their positions, related activities that promote the interests of the County, such as working with the legislature, and assignments associated with professional organizations in which they participate in conjunction with their County duties. The County recognizes that employees who use the computer in their personal lives might also be more proficient in using the computer at work.

1.1 DEFINITIONS. “Files” means all documents, programs, e-mail, and Internet locations, which are created, accessed, stored, or temporarily located on a County computer.

2.0 PERSONAL USE. Employees can use assigned computers for personal purposes when not working. This approval is similar to the use of telephones, which allow for some personal calls during breaks and lunch. Excessive use of the computer for personal reasons is not allowed.

2.1 PROHIBITED USAGE. Entering or maintaining information on a County computer, which is inimical to public service, is prohibited. Employees are cautioned that entering or maintaining information that is offensive, threatening, or harassing is prohibited. (See Harassment, #300, and Preventing Workplace Violence, #355). The following are examples of inappropriate uses of County computers and are prohibited:

- A. Accessing or trying to access another’s files or using another’s passwords;
- B. Disclosing passwords;
- C. Entering or maintaining information on a County computer, which is contrary to County policies;
- D. Using a computer for illegal activities;
- E. Any use for self-employment, or outside employment purposes;
- F. Any use of visual or textual sexually explicit material;
- G. Religious proselytizing;
- H. Political lobbying or other activities unless related to County duties;
- I. Copyright infringement;
- J. Disrupting County business;
- K. Engaging in conduct that may harm the County’s interests;
- L. Any other practice which may be inimical to public service or County business;
- M. Posting information to the Internet without permission from Administrative Officer;
- N. Accessing files, applications, or programs either on a local PC or on the network that do not directly relate to an employee’s job functions;
- O. Modifying, altering, or damaging security devices or programs.

3.0 PRIVACY. All files created, accessed, or stored on a County computer are considered County property. Administrative Officers are allowed to review files on computers in their departments. Authorized employees of Information Systems may review files on computers. Employees are advised that there is no right to privacy when using a County Computer.

3.1 MONITORING OF COMPUTERS. The County reserves the right to monitor all files on computers. Monitoring methods may be electronic or manual and will be done at the discretion of the Information Systems Director or upon request of the Administrative Officer.

3.2 RECORDS AND INFORMATION (See Davis County Code Chapter 2.36 and Code of Conduct) Employees shall comply with the Davis County Government Records Management Ordinance when handling County records.

4.0 LICENSES. Employees shall use computer software only in accordance with the license agreement. Copying software licensed to, or developed by, Davis County for home computer use or any other purpose is prohibited. Bringing software from home computers to run on Davis County computers is also prohibited.

5.0 EQUIPMENT. Only authorized employees of the Information Systems Department may purchase, move, alter, or repair computer equipment and wiring.

5.1 PERSONAL COMMUNICATION DEVICES. The Information Systems Director may authorize a personal communication device owned by an employee to be “attached” to a County computer upon request of the employee and with the approval of the Administrative Officer. The employee shall submit proof of license when making the request. The Information Systems Director will approve those models determined to be efficient and compatible with County processes and equipment. The Information Systems Director will make the final decision regarding the feasibility or appropriateness of attaching a personal communication device to County computers. The County will not assume any liability for the proper functioning of the device or damage that may be caused to the device, files, or accessories. Employees are reminded that paragraphs 3.0 and 3.1 govern any files or information associated with the personal communication device. The device shall not be used in any manner that causes the County to incur usage, airtime, or other costs. Any costs incurred in the use of the device, including maintenance and repair, shall be borne by the employee. The device must be used in accordance with the other paragraphs of this policy.

6.0 E-MAIL. E-mail is a business tool. Used correctly, it can be an efficient, productive, and cost-effective way to disseminate information. Employees are encouraged to take full advantage of it for County business. However, the same standards of decorum, respect, and professionalism that guide employees in their face-to-face interactions apply to the use of e-mail. Employees are required to report inappropriate use of e-mail.

6.1 VIRUSES. Although County PCs are equipped with virus-checking software, caution should be practiced, especially when opening attachments received via e-mail. Employees who receive e-mail from unknown sources should not open the file and should contact Information Systems.

6.2 PROHIBITED E-MAIL ACTIVITY. The following examples of e-mail activity are prohibited and may result in disciplinary action:

- A. Accessing or trying to access, another's e-mail account;
- B. Obtaining or distributing, another's e-mail content;
- C. Using e-mail to harass, discriminate, or make defamatory comments;
- D. Using e-mail to make off-color jokes, or send offensive e-mail;
- E. Transmitting County records within, or outside, the County without authorization;
- F. Transmitting junk mail, chain letters, or soliciting for commercial, religious, charitable, or political causes;
- G. Any other practice which may be inimical to public service or County business.

6.3 E-MAIL ETIQUETTE. Appropriate e-mail etiquette is essential to maintaining a productive and professional work environment. E-mail can be widely, easily, and quickly disseminated; however, items and comments that would be embarrassing if they were in a newspaper or on a television newscast should not be sent by e-mail. Employees should consider the following before sending e-mail:

- A. Is any of the information unnecessary or inappropriate for the individual?
- B. Would the author take exception to, or be embarrassed by the information?
- C. Might the information be offensive to or misunderstood by the individual?
- D. Is the receiver likely to forward the information to individuals that should not have, or do not need the information?
- E. Could the attachments contain viruses?

If the answer to any of these questions is yes, the employee should not forward the information. Failure to follow these guidelines could result in misunderstandings, added work, or possible disciplinary action.

6.4 SPAM. Unsolicited messages or files sent to individuals, groups or organizations that have no prior relationship with the employee or County and are unrelated to County business are prohibited without authorization from a supervisor. Sending messages or files with the intent to cause harm or damage to the intended receiver is a violation of County policy and may result in disciplinary action.

7.0 INTERNET. Internet usage must be approved by the Administrative Officer. The Internet contains a great deal of potentially useful information as well as large amounts of information and services which may be inappropriate for county use. It is the responsibility of

each user of these services to use discretion when making connections and viewing information. In accordance with Davis County Code of Conduct, computer software programs shall not be copied or downloaded to the County network. If a computer application needs to be downloaded from the Internet, a request should be made through Information Services indicating the file name and the server/service name providing the application, Information Services will then download the application, check for viruses, licensing requirements, and install the application in the appropriate area on the network. Personal use of the Internet is allowed on breaks and lunch. Employees are cautioned that the requirements of this policy, which are listed above, apply to Internet usage.

8.0 WORKING AT HOME. Administrative Officers may request that an employee be allowed to use a County Computer in their home. Requests shall be made by memo to the Information Systems Director. Requests will be reviewed with the Personnel Director. If approved, a computer will be set up in the employee's home. All sections of this policy will apply to the usage of the computer in the employee's home. Using a computer at home is limited by availability of equipment and Information Systems staff.

9.0 DISCIPLINE ACTION. Employees using County computers in an unauthorized or inappropriate manner may be disciplined. Discipline may include termination.