

Woodbury County, Iowa

Acceptable Use Policy

Last Update Status: Updated December 2016

1. Overview

The intention for publishing an Acceptable Use Policy is to foster Woodbury County's established culture of openness, trust, and integrity. Woodbury County is committed to protecting Woodbury County's employees, partners, and organization from illegal or damaging actions by individuals, either knowing or unknowing.

Effective security is a team effort involving the participation and support of every Woodbury County employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

2. Purpose

While computer resources are extremely valuable tools for Woodbury County, these resources must be used in a professional, ethical, and legal manner. The purpose of this policy is to outline the acceptable use of computer equipment at Woodbury County. These rules are in place to protect the employee and Woodbury County. Inappropriate use exposes Woodbury County to risks including virus attacks, compromise of network systems and services, and legal issues.

3. Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Woodbury County business or interact with internal networks and business systems, whether owned or leased by Woodbury County, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Woodbury County are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Woodbury County policies and standards, and applicable laws and regulations.

4. Policy

4.1 General Use and Ownership

- 4.1.1 When using company resources to access and use the Internet and communicate electronically, users must recognize that they represent the County. Communications must be able to withstand public scrutiny without embarrassment or liability to the County if those communications are forwarded beyond intended recipients, inadvertently accessed or disclosed, subpoenaed in a legal action, or otherwise made public. Generally accepted standards of business conversation in electronic communications are strongly encouraged.
- 4.1.2 While network administrators desire to provide a level of privacy, users should be aware that documents and other data created on County systems remain the property of Woodbury County. Users should be aware that they have no reasonable expectation of privacy while using the computer systems of Woodbury County, and the County reserves the right to

review, copy, or disclose at any time. Users should assume that e-mail, documents, and other forms of communication are or will become public records unless a specific exemption applies under Iowa Open Records Law.

- 4.1.3 Users have a responsibility to promptly report the theft, loss, or unauthorized disclosure of Woodbury County proprietary information. You may access, use, or share Woodbury County proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
- 4.1.4 Employees are responsible for exercising good judgment regarding the reasonableness of personal use. The use must be incidental and not interfere with an employee's job duties and responsibilities or resulting in any additional, easily quantifiable cost to the County. Employees should be guided by departmental policies, if applicable, on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
- 4.1.5 For security and network maintenance purposes, Woodbury County may monitor, log, and/or archive all aspects of its equipment, systems, and network at any time to ensure compliance with this policy.
- 4.1.6 Woodbury County may utilize hardware and software that makes it possible to identify and block access to internet sites containing sexually explicit or other material deemed inappropriate in the workplace. Woodbury County may also utilize hardware and software that makes it possible to identify and block access to internet sites containing non-work related or non-productive content.

4.2 Security and Proprietary Information

- 4.2.1 All mobile and computing devices that connect to the internal network must comply with the policies and procedures established by the County and/or WCICC-IT.
- 4.2.2 Providing access to another individual, either deliberately or through failure to secure access, is prohibited.
- 4.2.3 All computing devices must be secured with a password-protected screensaver with automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
- 4.2.4 Postings by employees from a Woodbury County e-mail address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Woodbury County, unless posting is in the course of business duties.
- 4.2.5 Employees must use extreme caution when opening e-mail attachments and/or clicking on links received from unknown senders, which may contain malware.
- 4.2.6 Users should assume that e-mails and electronic messages, particularly on the internet, are not secure and may be reviewed by others without authorization.

4.3 Unacceptable Use

The following activities are, in general, prohibited. Under no circumstances is an employee of Woodbury County authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing Woodbury County-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

4.3.1 System Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Woodbury County.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Woodbury County or the end user does not have an active license.
3. Accessing data, a server, or an account for any purpose other than conducting Woodbury County business, even if you have authorized access.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing unauthorized use of your account by others.
6. Using a Woodbury County computing asset to actively engage in procuring or transmitting material that is in violation of applicable sexual harassment or hostile workplace laws and County policies.
7. Making fraudulent offers of products, items, or services originating from any Woodbury County account.
8. Making statements about warranty, expressly or impliedly, unless it is part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruptions" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is part of the employee's normal job/duty.
11. Circumventing user authentication or security of any host, network, or account.

4.3.2 E-mail and Communication Activities

1. Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to an individual who did not specifically request such material (e-mail spam).
2. Any form of harassment via e-mail, telephone, or paging, whether through language, frequency, or size of messages.
3. Engaging in partisan political activities of any nature.

4.3.3 Social Media

1. Blogging by employees, whether using Woodbury County's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Woodbury County's systems to engage in blogging is acceptable,

provided that it is done in a professional and responsible manner, does not otherwise violate Woodbury County's policy, is not detrimental to Woodbury County's best interests, and does not interfere with an employee's regular work duties. Blogging from Woodbury County's systems is also subject to monitoring.

2. Employees are prohibited from revealing County confidential or proprietary information or trade secrets when engaged in blogging.
3. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Woodbury County and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory, or harassing comments when blogging or otherwise engaging in any conduct prohibited by Woodbury County's *Non-Discrimination and Anti-Harassment* policy.
4. Employees may also not attribute personal statements, opinions, or beliefs to Woodbury County when engaged in blogging. If any employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Woodbury County. Employees assume any and all risk associated with blogging.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Woodbury County's trademarks, logos, and any other Woodbury County intellectual property may also not be used in connection with any personal blogging activity.

5. Policy Compliance

WCICC-IT will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner. An employee in violation of this policy may be subject to limiting or revoking use of County electronic resources, including access to the internet and e-mail, and corrective or disciplinary action, up to and including termination of employment.

6. Related Standards, Policies, and Processes

- Password Policy
- Security Awareness Training Resolution #12,373 – Approved by the Board of Supervisors May 10, 2016

1-10-2017

Date



Signature of Board of Supervisor Chairperson