

Woodbury County, Iowa

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Acceptable Use Policy

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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