

EMPLOYEE INTERNET USE POLICY
Delaware County, Ohio

ARTICLE I: Purpose and function.

1.01. The County maintains intranet and internet access for its employees for the purpose of improving productivity, professional development, and the level of service to the people of our community.

1.02 The county network (which includes county-owned or leased local and wide-area networks, the internet and the World Wide Web, and the computers connected to them, hereafter referred to as "the system") is not a public access service, nor is it a public forum. The County has the right to place reasonable restrictions on the material you access or post through the system. You may not use the system for commercial purposes. This means you may not offer, provide, or purchase products or services through the county system, except for products or services directly related to your official duties.

ARTICLE II: Unacceptable Uses

The following uses of the county system are considered unacceptable:

2.01. Improper Access or Hacking

You will not attempt to gain unauthorized access to the county system, or to any other computer system through the county system, or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use County system to engage in any other illegal act.

2.02. System Security

You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify the system administrator if you have identified a possible security problem. (Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.)

2.03. Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory or threatening language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.

2.04. Respecting Resource Limits

You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. You will check your e-mail frequently and delete unwanted messages promptly.

Video and audio live streaming use significant amounts of bandwidth. You will not use video or audio streaming programs unless it is necessary for the performance of your official duties.

2.05. Copyright

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language

that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

2.06. Inappropriate Access to Material

You will not use the county system to access material that is designated for "adults only" or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). This provision does not apply if you are assigned by a supervisor to access such material for reasons directly related to your job. (e.g., prosecutor or detective.) NOTE: The county routinely monitors internet traffic. See the discussion of privacy rights below.

2.07. Unsafe Material

All computers are vulnerable to viruses -- malicious code which destroys data or programming. You should not download anything from any site you are not convinced is safe. Any attachment to an e-mail received from an unknown source should be downloaded to diskette without opening it and taken to the Data Center for virus scanning.

2.08 Other Illegal Activity

You will not take any other action by or through the system or any part of the system which is otherwise illegal, including, but not limited to gambling, trafficking in narcotics or the making of threats.

ARTICLE III: Privacy.

3.01. The system is funded with tax dollars, solely for public purposes. As such, almost all communications are public records. Therefore, the county reserves the right to monitor your use of the system and any communications over it. **There is no right of privacy.**

3.02. Routine maintenance and monitoring of County system may lead to discovery that you have violated this Policy, work rules, or the law.

3.03. The county will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through County system.

3.04. In the ordinary course of its business and for legitimate reasons of management or of security, the county may, at its sole discretion and without prior notice:

- a) peruse, read, copy, reproduce, print, use, communicate, keep, move, store or destroy, in whole or in part, the information, messages, files or data located in the Internet network access system or emanating therefrom, whether or not such information, messages, files or data have been created, received or kept by the user with the help of said system;
- b) monitor, in real or deferred time, using any technical means, access to the Internet network and the use thereof by the user, whether or not the user is aware of being monitored;
- c) intercept or record any transmission, communication or work session, whether or not the user is aware such interception or recording is taking place.

ARTICLE FOUR: E-mail

4.01. E-mail is for public purposes. The county system should not be used for purposes of forwarding chain letters, jokes, or other inappropriate material unrelated to your employment.

4.02. E-mail is maintained on the county system, not simply on your personal computer. It also may reside on several intermediate nodes not under the county's control, and may be subject to interception by third parties during transmission. Remember, there is no right of privacy regarding your e-mail.

As such, e-mail communication should be conducted in such a manner as speech in a public place.

ARTICLE FIVE: Personal Use

5.01. Like local phone service, no additional costs are incurred by the county for use of the internet. Therefore, limited personal use of the internet is not prohibited, in accordance with the other terms and conditions of this policy, and to the same extent that personal, local telephone calls are appropriate.

5.02. You are not to take any action using the county system which would result in any charge accruing to the county, without specific authorization from the appropriate authority.

ARTICLE SIX: Discipline

6.01. This policy is intended to be treated as a county work rule. Violation of this policy may subject you to discipline, up to and including dismissal.

Please note: If you are in doubt regarding a particular practice, web site, or provision of this policy, call the Data Center at 833-2060.