

# Payette County

## Information Systems Policy

1. Payette County documents, images, e-mail messages, computer systems, Internet and voice mail systems are the property of Payette County.
2. These systems are in place to facilitate your ability to efficiently and productively perform your job. To that end, these systems are solely for business purposes. Only “incidental personal use\*” (see below) that does not interfere with work or consume County resources will be allowed.
3. Payette County reserves the right to intercept, monitor, copy, review and download any communications or files you create or maintain on these systems, at any time, with or without prior notice to you.
4. Software: Payette County purchases and licenses the use of various computer software programs for business purposes. Payette County does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Payette County does not have the right to reproduce such software for use on more than one computer. Employees may only use the software on local area networks or on multiple machines according to the software license agreement. Illegal duplication of software and its related documentation for personal use is also prohibited.
5. Security Audit: Security audits will be performed randomly throughout each month. Up to four workstations will be randomly drawn each month to verify security standards are current. If your system is randomly selected for an audit, the following is an example of what may be audited.

• Anti-virus status	Running processes
• Windows service pack/patches	Password security
• Installed software	Browsing history
6. E-mail and Internet Access: Access is provided by Payette County to enhance communications and provide access to work related information and technology. Consequently, employees should always ensure that the business information contained in e-mail messages and other transmissions is legal, accurate, appropriate, and ethical. The following are examples of prohibited uses of e-mail and Internet systems:
  - Sending or posting discriminatory, harassing, or threatening messages or images.
  - Using Payette County time and resources for personal gain.
  - Stealing, using or disclosing someone else’s password without authorization.
  - Unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material.

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- Engaging in unauthorized transactions that may incur as a cost to the County or initiate unwanted Internet or e-mail traffic and transmissions.
  - Sending or posting messages or material that could damage the image or reputation of Payette County.
  - Participation in the viewing or exchange of pornography or obscene materials.
  - Sending or posting messages that defame or slander other individuals.
  - Attempting to break into the computer system of another organization or person.
  - Attempting to access County files and/or computers that you have not been granted access to.
  - Refusing to cooperate with a security investigation.
  - Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
  - Using the Internet for political causes or activities, religious activities, or any sort of gambling.
  - Jeopardizing the security of the County's electronic communications systems.
  - Passing off personal views as representing those of Payette County.
  - Sending anonymous e-mail messages.
  - Unauthorized participation in chat rooms or social networking sites.
  - Logging on or using another employee's computer without authorization.
  - Engaging in any other illegal activities
7. Your consent to and compliance with these information system policies is a term and condition of your employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing, and downloading any communications or files is grounds for discipline, up to and including termination.

\*Personal Use: As indicated in this policy, computers, Internet access and e-mail are provided primarily for work related activities. However, occasional personal use may be permitted on a limited basis within the guidelines established by the Elected Official or Department Head provided that such use does not result in a cost to or significantly interfere with Payette County's business operations, availability of resources, business use or the employee's job performance.

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I have reviewed and understand this policy.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date