

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		5-300
SECTION: GENERAL SERVICES ADMINISTRATION	INFORMATION AND TECHNOLOGY	
ISSUE DATE: April 15, 2003 Revised	USE & SECURITY POLICY	
PAGE NO: Page 1 of 9		

STATEMENT OF POLICY

Amador County has a significant investment in networked and on-line personal computer technology in order to assist employees in performing their jobs as efficiently as possible. Technological advances being made and the increased use of electronic communications and electronic information processing by Amador County employees gives rise to a number of issues, including the risk of unauthorized access to or dissemination of confidential governmental information, a potential for misuse of electronic communications for purposes of personal gain or for harassment of others, and questions concerning the ownership of and right to use the County's information assets.

PURPOSE OF POLICY

The purpose of this policy is two-fold: first, to establish guidelines for the appropriate use and security of technological information; and second, to provide notice to all County employees, agents, volunteers and independent contractors, regarding their individual expectation of privacy when using or accessing County computing and telecommunications networks, systems and equipment.

1. **Establish Use and Security Guidelines:**
This policy has been created to advise all users regarding the appropriate use of, access to , and the disclosure of information created, transmitted, received and stored via the use of County computing and telecommunications networks, systems and equipment (collectively referred to as County Information Systems), and is intended to guide County employees and other users in the performance of their duties as related to the use of the County Information Systems. All employees and other users are required to adhere to this policy. A violation of this policy may result in disciplinary action.
2. **Provide Notice of the Expectation of Privacy for Technological Information:**
This policy is intended to notice all Amador County employees, agents, volunteers, and independent contractors, that all County Information Systems and their contents are not confidential or private. That is, all data, including any that is stored electronically or printed as a document, is subject to audit, review, disclosure and discovery. **Such data may be subject to disclosure pursuant to the Public Records Act (California Government Code sections 6250 et seq.). Therefore, there is no expectation of privacy in the use of the County's Information Systems.**

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		
SECTION:		INFORMATION AND TECHNOLOGY USE & SECURITY POLICY
ISSUE DATE: April 15, 2003 Revised		
PAGE NO: Page 2 of 9		

Accordingly, Amador County reserves the right to access and monitor employee use of the County's Information Systems, as well as any information created or received by County employees and other users and stored within the County's Information Systems.

SCOPE OF POLICY

This policy is intended to apply to all County Information Systems equipment and devices, such as personal computers, laptop computers, telephones, cellular phones, facsimile machines, hand-held devices and personal data assistants (PDA's). As such, this policy is applicable to all Amador County employees, agents, volunteers, and independent contractors, without exception.

Certain departments may have unique requirements and are encouraged to develop separate policies and guidelines to address those issues, consistent with the objectives of this policy.

Specific use and security policies for Amador County regarding E-mail, passwords for access into Amador County's electronic and technological systems, and access to electronically created, received, stored and/or transmitted health information which is protected by federal or state law, are separately established.

DEFINITIONS

1. **Electronic systems** include data processing networks, software, printers, personal computers, voice mail, telephone systems, pagers, facsimile machines, *Internet* facilities, or other modem accesses, and cellular telephones.
2. **Information assets** include all data and software, whether internally developed or acquired from outside the County. Information may be represented in a variety of formats, including hard copy, floppy diskette, terminal display, microfiche, microfilm, or other methods of storage or electronic transmission.

USE OF COUNTY INFORMATION SYSTEMS:

General Use Statement

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		5-300
SECTION: GENERAL SERVICES ADMINISTRATION	INFORMATION AND TECHNOLOGY	
ISSUE DATE: April 15, 2003 Revised	USE & SECURITY POLICY	
PAGE NO: Page 3 of 9		

As improvements in County technology provide increased connectivity, the actions of one employee can impact the integrity and security of a telecommunications network used by many. A County employee, or any other user granted use of the County's Information Systems, is expected to use those systems in a responsible manner by complying with all policies, relevant laws and contractual agreements.

All County Information Systems furnished to employees as well as to any other users, are the property of the County of Amador, intended for County business use. Use of County Information Systems for personal or commercial gain is prohibited. As a condition of employment, all employees will be required to sign a Standard of Conduct Agreement to acknowledge that they have read and understand this Policy, and, by so signing, consent to the County's accessing, reviewing and disclosing data or messages stored in the County Information Systems. Department Heads are responsible for taking appropriate action for any violations of this policy.

These same policy provisions, as well as other applicable County policies, apply to employees and any other users who access the County Information Systems from remote sites.

A. Electronic Systems:

Amador County equipment, software, and data are the sole property of the County. Unauthorized use of these systems is strictly forbidden and subject to discipline under County personnel policies. Unauthorized use includes, but is not limited to:

1. Operation or use of any system for financial or political gain;
2. Operation of any system in an unsafe or reckless manner;
3. Unapproved movement or disconnection of equipment;
4. Illegal copying of software;
5. Loading any software which is not authorized by Data-Communications, including but not limited to security packages, encryption tools, games, or privately owned software;

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		
SECTION:	INFORMATION AND TECHNOLOGY USE & SECURITY POLICY	
ISSUE DATE: April 15, 2003 Revised		
PAGE NO: Page 4 of 9		

6. Removing equipment, software, or data from County premises without prior authorization;
7. Allowing an unauthorized person to install hardware or software on County owned equipment;
8. Encrypting data files without the Department Head's prior knowledge and approval;
9. Sending e-mail messages, leaving a voice mail message, making a telephone call or otherwise transmitting information which may reasonably be considered offensive or disruptive to another employee, including sexual comments or images, racial slurs, or any comment that would offend the recipient because of his or her age, religious or political beliefs, national origin, disability, or gender.
10. Personal use of the County Information System, or any part thereof, including but not limited to: use of the County Information System for personal financial gain, working on personal documents during working hours, excessive personal telephone calls, playing unauthorized computer games during designated working hours, *etc.* Each County Department Head has the discretion to further limit his/her department employees', agents', volunteers' and independent contractors' use of the County's electronic systems, and shall give notice of such further limitations to all such individuals within the department.

Personal Use Exceptions: County policy does not hold that an occasional telephone call by an employee to his or her home, child's school, child care provider, doctor's office, *etc.*, constitutes violation, in and of itself, of this policy. Rather, employees and supervisors are to apply common sense and reasonable judgment in a consistent, non-discriminatory manner. Department Heads have the authority and responsibility to limit inappropriate or excessive personal use of County telephones and communications equipment, and should follow standard disciplinary procedures where necessary.

B. Software:

Software is protected by the Copyright Act, US Code, Title 17. This Act gives the owner of the copyright the exclusive rights to reproduce, sell, and distribute the copyrighted work. The County of Amador will comply with all provisions of this law.

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		5-300
SECTION: GENERAL SERVICES ADMINISTRATION	INFORMATION AND TECHNOLOGY	
ISSUE DATE: April 15, 2003 Revised	USE & SECURITY POLICY	
PAGE NO: Page 5 of 9		

1. Each department shall limit software use in accordance with the terms of the software license.
2. County employees may use or install on County systems only County-owned and authorized software. The use of unlicensed software copies (software used in violation of the software license), personally-owned software, and unauthorized bulletin board, or shareware software is strictly forbidden.
3. The County of Amador will enforce internal controls to prevent the making or using of unauthorized software copies including, but not limited to, removing illegal copies of software from County computers.

C. Safeguarding of Information Assets:

1. General provision. All information maintained by Amador County is considered a County asset and shall be protected from damage, loss, misuse, or inappropriate disclosure. Department Heads are responsible for administering adequate controls to insure the security, confidentiality, and integrity of information. Furthermore, all County employees are required to maintain proper levels of protection for information assets.
2. Designated Owners and Custodians. The Department Head is designated as the owner of those County information assets which are held within his or her department. Individual managers and employees may be assigned custodial responsibility at the department or application system level to insure accuracy, integrity, security, adequate controls, and confidentiality of the County's information assets. Where proprietary software or property has been provided to Amador County under confidentiality agreements, it is the Department Head's responsibility to assure knowledge of, and compliance with, the terms of such agreements.
3. Public Records. Pursuant to the California Public Records Act, "public records", not otherwise exempt from disclosure, must be open to inspection at all times during the office hours of the County, and every person has a right to inspect any public record in accordance with the procedures of and as limited by the Act. Government Code Sections 6252 and 6254 define the term "public record" for purposes of the Act's disclosure requirements.

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		
SECTION:	INFORMATION AND TECHNOLOGY USE & SECURITY POLICY	
ISSUE DATE: April 15, 2003 Revised		
PAGE NO: Page 6 of 9		

Since much of the data processed by Amador County employees is of a sensitive and/or confidential nature, distinctions between what information falls within the category of “public record” and what information is confidential, each County employee must become familiar with the distinctions between the information assets of that employee’s department, specifically, those which are considered confidential and those which are considered public record. Any employee having a question concerning the possible confidentiality of information assets should question his or her Department Head before releasing any information. Additionally, any citizen inquiries concerning the department’s procedures for processing data should be referred to the Department Head, who should, when necessary, consult with County Counsel.

4. Improper Release Of Confidential Information. Providing access to production data for information without a work-related, need-to-know basis, or releasing data or information without authorization is in direct violation of this policy and may result in disciplinary action. Furthermore, employees who disclose, alter, or willfully destroy information and thereby adversely impact the County’s services or who violate copyright laws, are and will be subject to applicable federal, state and local criminal laws, as well as to disciplinary action pursuant to County policies and procedures.
5. Data Processing and Communications Staff. The Data Processing and Communications staff will take all responsible steps to protect and maintain the confidentiality of the work of network users. Any information gained about, or from, the files of network users and as a result of the system manager’s duties will be kept confidential in accordance with this policy.

The Data Processing and Communications staff will not copy or read any data file, e-mail message, or voice mail message without the express permission of the owner or custodian of that information except when required by operation of the law and will hold that information in strictest confidence. Data Processing and Communications staff will not disseminate information or files from any County computer system. Violation of this section may be considered a cause for major disciplinary action and may constitute a crime.

D. Access To Voice Mail:

The County’s voice mail systems are provided for the purpose of conducting the County’s business. Voice mail messages should be limited to County business matters. Voice mail may not be used for the conduct of outside business pursuits,

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		5-300
SECTION: GENERAL SERVICES ADMINISTRATION	INFORMATION AND TECHNOLOGY	
ISSUE DATE: April 15, 2003 Revised	USE & SECURITY POLICY	
PAGE NO: Page 7 of 9		

although it may be used for receiving necessary messages from family members, child care providers, or the like.

An employee learning of any misuse of the voice mail systems or other violations of this policy should notify his/her Department Head, or the Data-Communications Department as soon as possible.

E. Internet Access and Use.

1. Access to the Internet. Access to the *Internet* is provided to county staff on an as-needed basis. It is Amador County's policy to limit *Internet* access to official business. Department Heads will submit a list of members of their staff who should have full access to the *Internet* along with justification for this connection. The Data Processing Department will set up the necessary access to the service provider chosen by the County through the county firewall. After the county-wide Intranet is implemented and connection to the *Internet* is across the network, accessing the *Internet* directly, by modem, is strictly prohibited unless the accessing computer is not connected to a county network, or unless permission has been granted by the County through the County Data Communications Department.
2. Prohibited Uses of the Internet. Employees may not use the County *Internet* resources for commercial or personal advertisements, solicitations, promotions, destructive programs (*i.e.*, viruses and/or self replicating code), political material, personal entertainment, or any other unauthorized or personal use.
3. Prohibited Activities While Using or Accessing the Internet. Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, discriminatory, sexually explicit, obscene, intimidating, or defamatory is prohibited.
4. E-mail and the Internet. Employees should exercise the same care in drafting e-mail as they would for any other written communications. Anything created on the computer or *Internet* may, and likely will, be reviewed by others.
5. Virus Detection. All material downloaded from the *Internet* or from computers or networks that do not belong to the County must be scanned for viruses and other destructive programs before being placed onto the County computer systems.

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		
SECTION:	INFORMATION AND TECHNOLOGY	
ISSUE DATE: April 15, 2003 Revised	USE & SECURITY POLICY	
PAGE NO: Page 8 of 9		

6. Waiver of Privacy. The County has the right to monitor any and all aspects of their computer systems, including, but not limited to, monitoring employee's use of the *Internet*, monitoring chat groups and news groups, reviewing material downloaded or uploaded by employees, and reviewing e-mail sent and received by employees.
7. Compliance with Applicable Laws and Licenses. Employees must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property, and online activity.
8. Use of Modems. Use of individual modems in County computers connected to a county network is a violation of network security and is prohibited. Any exception to this policy must be fully documented and be for application support from third party vendors only.
9. Data Processing Department's Procedures and Penalties for Violations of *Internet* Access and Use Policy. Violations of this policy will be reported to the employee and to the Department Head in writing by the Data Processing Department. The Department Head will take appropriate action under the guidelines set forth in the employee bargaining agreement, or in any written contract for employment with the County. Violators of policy regarding *Internet* use will be notified in writing by Data Processing. Repeat violations will result in disconnecting access to the *Internet* for a period of 30 days with advance notice to the employee and the Department Head. Re-connection to the *Internet* can be made after the 30 day period at the request of the Department Head.

COUNTY INFORMATION SYSTEMS DATA ACCESS

A. Right of Access.

1. Amador County has an unrestricted right of access to, inspection of, and disclosure of all voice and electronic data and software on any County equipment or media, at the request of appropriate County management. Such access and disclosure shall be in accordance with, and subject to, any controls or restrictions imposed by applicable statutes or licenses, and in a manner consistent with preservation of evidentiary privileges.
2. Access to and review of voice and electronic data and *Internet* files on County Information Systems or media will follow supervisory lines. The supervisor and higher authorities under whom each staff member, other user, or official, works has

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		5-300
SECTION: GENERAL SERVICES ADMINISTRATION	INFORMATION AND TECHNOLOGY	
ISSUE DATE: April 15, 2003 Revised	USE & SECURITY POLICY	
PAGE NO: Page 9 of 9		

the authority to access, inspect and disclose information, in accordance with the policies contained in this section, and consistent with applicable statutes or licenses. Peers and subordinates have no authority to access or disclose except as specifically granted by the Department manager.

B. Obligation to Provide Access.

Individual County employees, officials, or other users of County Information Systems or media are required to immediately provide access, decrypt and disclose any passwords, files or data to appropriate County management upon request. All County employees, officials and other users shall be informed of this requirement and required to sign and acknowledge the Information Technology Use Standard of Conduct Agreement.

STATUS OF OTHER POLICIES

This policy supercedes and replaces all other policies on the same subject. Amador County reserves the right to amend or append this policy to include necessary guidelines for new developments in computer information use, such as storage of e-mail and stored data and integrated telecommunications systems with computer and electronic data systems, or whenever it is appropriate to conform to state and federal laws, rules and regulations.

REFERENCES

BOS Policy Resolution No. 03-165
BOS Policy Resolution No. 98-380
BOS Policy Resolution No. 00-084
Copyright Act, U.S. Code, Title 17
California Public Records Act
Government Code Sections 6252