

LUMPKIN COUNTY RESOLUTION NO. 2010-17

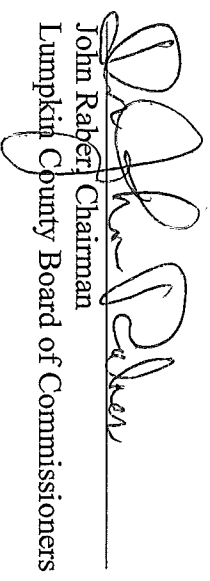
**A RESOLUTION TO AMEND AND REPUBLISH THE
LUMPKIN COUNTY POLICY FOR USE OF COMPUTERS AND COMPUTER RESOURCES,
FOR ACCESS TO THE INTERNET AND FOR SOCIAL NETWORKING
AND TO PROVIDE FOR DISCIPLINARY ACTION FOR FAILURE TO COMPLY
WITH THE POLICIES HEREBY ESTABLISHED**

Whereas, the governing authority of Lumpkin County adopted the Lumpkin County Information Technology Policy on December 21, 2006 (Resolution 2006-78) to establish responsibilities for supervision of the use of computers owned by the governing authority of the County and for access to the information and other resources external to the County computer system (such external resources generally including, but not limited to, the internet); and,

Whereas, the governing authority of Lumpkin County now desires to amend and republish said policy setting out the responsibilities and limitations for use of County computer equipment and associated communications assets, and the limitations on county employees in the use of social networking on personal computers;

Now therefore, it is hereby resolved that the Technology Use Policy attached hereto as Exhibit "A" shall be, and is hereby, adopted as the Lumpkin County Information Technology policy. This policy is by reference incorporated as fully as if set out herein.

Resolved, adopted and effective this 18th day of March, 2010.


John Raber, Chairman
Lumpkin County Board of Commissioners

Attest:


Ruth A. Bohac
Clerk, Lumpkin County

Technology Use Policy

Certain Lumpkin County employees may be provided with access to the Internet to assist them in performing their jobs. The computer system belongs to Lumpkin County, acting by and through its duly elected Board of Commissioners, and may only be used for county business purposes. The Internet can be a valuable source of information and research. In addition, e-mail can provide an excellent means of communicating with other employees, our customers and citizens, outside vendors, and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment. If you abuse your right to use the Internet, this privilege may be revoked. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

No expectation of privacy. The computers and the computer accounts given to county employees are to assist them in performance of their jobs. Employees do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the county and may only be used for business purposes.

No privacy in communications. Employees should never consider electronic communications to be either private or secure. E-mail may be stored indefinitely on any number of computers, including that of the recipient. Copies of your messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to nonexistent or incorrect usernames may be delivered to persons that you never intended.

Internet Access Guidelines. These guidelines set the standards for appropriate behavior of county employees when accessing the Internet using government resources. Remember that the county name goes with you as an electronic signature wherever you go on the Internet. County employees must exercise great care to protect the county reputation and ability to conduct business in all Internet activities. Activities of county Internet users are logged, including visits to inappropriate sites (erotica, hate groups, etc.), and reported to management as necessary.

Online Social Networking. The internet, blogs, Twitter, the World Wide Web, social networking sites, and any other medium of electronic communication shall not be used in a manner that is detrimental to the mission and function of Lumpkin County. Any matter that brings individual employees or any department into disrepute has the corresponding effect of reducing public confidence and trust in Lumpkin County Government, thus impeding our ability to work with and serve the public.

While employees have the right to use personal/social networking pages or sites, as employees of Lumpkin County they are public servants who are held to a higher standard than the general public with regard to standards of conduct and ethics. The

policy of Lumpkin County is to maintain a level of professionalism in both on-duty and off-duty conduct that fulfills the mission of Lumpkin County Government.

Employees who utilize social networking sites, blogs, Twitter or other mediums of electronic communication in their off-duty time shall maintain an appropriate level of professionalism and appropriate conduct so as not to broadcast in a manner which brings discredit to Lumpkin County Government.

Employees are prohibited from using their title as well as any reference to Lumpkin County in any correspondence, to include emails, postings, blogs, Twitter, and social network sites such as Facebook, unless the communication is of an official nature. This prohibition includes signature lines in personal email accounts.

All candidates seeking employment with Lumpkin County shall be required to complete an affidavit indicating any participation in any social networking sites. Networking sites shall be listed by name. The candidate shall provide access to the networking site as part of any background investigation.

Employees who are the subject of an administrative investigation may be ordered to provide access to his or her social networking sites when the investigation is directly, narrowly, and specifically related to the employee's performance or ability to perform the required duties of his or her job description.

Monitoring of computer usage. The county has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to the Internet, reviewing e-mail sent and received by users, and reviewing documents saved to the computer.

Blocking of inappropriate content. The county may use software/hardware to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by county networks. Nonetheless, in the event you encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to county blocking software and immediately report the incident to your Department Head or Elected Official who shall maintain a log of such occurrences.

Activities Which May Result in Disciplinary Action

Using the computer system, including but not limited to accessing the Internet, for other than county business purposes.

Visiting inappropriate Web sites (erotica, hate groups, etc.).

Unauthorized attempts to break into any computer whether it belongs to Lumpkin County or another organization (cracking).

Sending or posting threatening messages.

Sending or posting racially and/or sexually harassing messages.

Sending or posting sexually suggestive or explicit messages.
Theft or copy of electronic files without permission.
Sending or posting Confidential Information that is not part of your job requirement.
Refusing to cooperate with a reasonable security investigation

Failure to comply with these guidelines may be brought to the attention of management for appropriate action, which may result in loss of Internet Privileges or disciplinary action, including termination of employment. Violations of applicable laws or regulations (e.g., Computer Security Act, export control laws, copyright laws) could result in criminal or civil prosecution.

Prohibited activities. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (bulletin board systems, newsgroups, e-groups, chat groups), downloaded from the Internet, or displayed on or stored on Lumpkin County computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisors.

Unauthorized Hardware or Software. Elected Officials, Department Heads, or employees may not install any hardware or software on any county computer without written permission from the Chairman of the Board of Commissioners.

Games and entertainment software. Employees may not use the county's Internet connection to download games or other entertainment software, including screen savers, or to play games over the Internet.

Illegal copying. Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your department head.

Accessing the Internet. To ensure security and avoid the spread of viruses, employees accessing the Internet through a computer attached to the Lumpkin County network must do so through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited unless the computer you are using is not connected to the county's network.

Virus detection. Files obtained from sources outside the county, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors, may contain dangerous computer viruses that may damage the county's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-county sources, without first

scanning the material with county-approved virus checking software. If you suspect that a virus has been introduced into the county's network, notify the Information Technology Department immediately. Lumpkin County maintains virus protection software for all county computers. Employees may not disable or alter the operation of virus protection software on any county computer.

Sending unsolicited e-mail (spamming). Without the express permission of their supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

Alternating attribution information. Employees must not alter the "From:" line or other attribution of origin information in e-mail, messages, or postings. Anonymous or pseudonymous electronic communications are forbidden. Employees must identify themselves honestly and accurately when participating in chat groups, making postings to newsgroups, sending e-mail, or otherwise communicating on-line.

Standard footers for e-mail. This footer should be appended to all e-mail sent outside the county email system:

John/Jane Doe

Officer

**Lumpkin County, Georgia
www.lumpkincounty.gov
706-864-XXXX**

"If you are not the intended recipient or the person responsible for delivering the email to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited. Please contact (Department Number) if you receive this e-mail in error."

Attorney-client communications. E-mail sent from or to the County Attorney or any other attorney representing the county should include this warning header on each page: **ATTORNEY CLIENT PRIVILEGED; DO NOT FORWARD WITHOUT PERMISSION.** Communications from attorneys may not be forwarded without the sender's express permission.

Use of encryption software. Employees may not install or use encryption software on any of Lumpkin County's computers without first obtaining written permission from the Chairman of the Board of Commissioners. You must not use passwords or encryption keys that are unknown to your Department Head or Elected Official and the Information Technology Officer.

Export restrictions. The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit

encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States.

Other policies applicable. In their use of the Internet, users must observe and comply with all other County policies and guidelines.

Cleaning of County Computers. Employees who use county computers are responsible for keeping a clean and safe computer station. Computers should be kept cleaned and well maintained.

Amendments and revisions. This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions. Violations of this policy will be taken seriously and may result in disciplinary action under the county Personnel Policy, civil and criminal liability.

Disclaimer of liability for use of the Internet. Lumpkin County is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocent search requests may lead to sites with highly offensive content. In addition, you may receive e-mail containing offensive material. Email or pop-ups containing offensive material received on county computers shall be immediately reported to the Department Head or Elected Official who shall maintain a log of such occurrences. Users accessing the Internet do so at their own risk.

Employee's duty of care. Employees should endeavor to make each electronic communication truthful and accurate. You should use the same care in drafting e-mail and other electronic documents as you would for any other written communication. Please keep in mind that anything created or stored on the computer system may and likely will, be reviewed by others. Any information stored on your computer constitutes a public record under the State Open Records Act.

Duty not to waste computer resources. Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this sort may not be downloaded unless they are business related.