
SUBJECT: APPROPRIATE USE OF ELECTRONIC COMMUNICATION DEVICES AND SERVICES

EFFECTIVE DATE: November 18, 2013

Page 1 of 4

1. Introduction

The purpose of this policy is to define the standards, procedures and restrictions for the use of Electronic Communication Devices and Services (ECD's) within the Cass County network.

Cass County provides ECD's and the information technology (IT) infrastructure designed to facilitate official communications among County employees, state government and other official business contacts.

Electronic communication devices include County provided desk telephones, cell phones, smartphones, all computer and network related hardware, fax and copy machines, cameras, printers, scanners and other peripheral devices.

Electronic communication services include phone systems with local and long distance services, E-Mail, voicemail, instant messaging and cell phone calling plans. Access to network services include network file storage, cloud services and access to the Internet.

These devices and services are connected to the County's IT infrastructure and public scrutiny and/or disclosure of usage must not damage the reputation of Cass County Government or unnecessarily affect or jeopardize the integrity of the IT infrastructure.

This policy outlines the appropriate use of ECDs and applies to all full-time, part-time, interns, seasonal employees of Cass County, contractors and other government and business contacts utilizing ECDs and the IT Infrastructure.

The appropriate use of ECD's and services, including Internet access are effective 24/7, there are no exceptions for after hours, lunch or break periods.

2. Appropriate Use

Cass County Government owned ECDs are provided for the primary purpose of conducting official County business, however, users may be permitted to utilize ECDs for personal use if in compliance with the following terms of this policy:

- a. Does not interfere with the performance of the user's public duties.
- b. Is of nominal cost or value.
- c. Does not create the appearance of impropriety.
- d. Not to be used for political or personal gain.
- e. Is reasonable in time, duration, and frequency.

SUBJECT: APPROPRIATE USE OF ELECTRONIC COMMUNICATION DEVICES AND SERVICES

EFFECTIVE DATE: November 18, 2013

Page 2 of 4

- f. Makes minimal use of hardware, software and network resources.
- g. Uses only software that has been installed and licensed by Cass County.
- h. Unauthorized downloading of software or applications is prohibited.

3. Standards of Conduct

Users may be held personally liable (legally, financially, or otherwise) for the use of ECDs not in compliance with this policy. ECDs should be used in a professional and ethical manner as noted below:

Users must not use ECDs to distribute or access messages that are harassing, discriminatory, defamatory, insulting, sexually explicit, or pornographic.

Users must not knowingly download, create, distribute, copy, store, transmit by email or the Internet, and knowingly use pirated software or unauthorized copies of copyrighted material on County computers. Installation of any software application must be approved by the IT Department.

Users shall protect the integrity of all computer systems and data at all times. Users shall logoff or lock computer systems when not in use or away from the office.

Passwords and User ID's to access any computer system shall not be written down or shared with other personnel at any time and users shall not login to a system for the purposes of allowing another user access. This includes but is not limited to desktop computers, laptops, tablets, network servers, state application servers and online business accounts.

Users shall limit to official business only the use of any "streaming" audio and video sites including Internet radio, video sites, news feeds, and software that uses a significant amounts of the network bandwidth.

Users must not use ECDs for the purposes of probing or hacking, gambling, trading in illegal substances, or other illegal activities.

Users must not use ECD's with photo capability in restricted-access areas and areas where personal privacy would be expected (e.g., restrooms) or electronically transmit images recorded on such devices without permission.

SUBJECT: APPROPRIATE USE OF ELECTRONIC COMMUNICATION DEVICES AND SERVICES

EFFECTIVE DATE: November 18, 2013

Page 3 of 4

Users must not create or distribute computer viruses, intentionally cause damage to any ECD or bypass any IT security systems including malware detection systems, security or password policies that are installed for network security.

Users shall not install any hardware devices or software that was not purchased or approved for installation by the Information Technology department including but not limited to: printers, cameras, digital recorders, removable storage devices, USB drives and portable hard drives.

Use shall not transfer, copy, upload or forward any county email, documents or files to personally owned devices or subscribed services, including but not limited to USB drives, portable hard drives, email accounts or any online storage services such as Dropbox, iCloud, SkyDrive, Google Drive without permission from the Information Technology Department.

4. Use of ECD's while operating a motor vehicle

When driving a County vehicle, employees shall ensure driving is their primary responsibility and cell phone usage is restricted to hands free devices only when the vehicle is in motion. Texting, emailing and internet use is prohibited while driving. Employees are required to pull off the road safely and be parked in a safe location before using these services. The Sheriff's Office and Highway department may apply supplemental policies which will supersede the application of this section to licensed law enforcement and highway maintenance employees.

5. Monitoring

The County has the right to monitor the usage of all ECD's including but not limited to storing, accessing, and reviewing information received or sent through e-mail or over the Internet.

The County reserves the right to block any Internet sites deemed inappropriate.

6. Violations

A violation of the County policy may lead to disciplinary actions, up to and including termination of employment.

SUBJECT: APPROPRIATE USE OF ELECTRONIC COMMUNICATION DEVICES AND
SERVICES

EFFECTIVE DATE: November 18, 2013

Page 4 of 4

I have read Cass County's APPROPRIATE USE OF ELECTRONIC COMMUNICATION DEVICES AND SERVICES policy and agree to abide by it as consideration for my continued employment by Cass County. I understand that violation of any above policies may result in disciplinary action up to and including termination of employment.

Printed Name of User

User Signature

Date