Ravalli County
Information Technology Policy 3
End User Responsibilities
July 2011

<u>This policy does not supersede state or federal laws and acceptable use policies</u>

SCOPE:

This policy applies to all County employees and contractors using County computer systems.

PURPOSE:

The purpose of this policy is to provide requirements and guidance to inform employees and contractors using County computer systems about use and care of these resources.

REQUIREMENTS:

1. Users and network administrators shall guard against abuses that disrupt or threaten the viability of all systems within the County as well as those systems to which the County connects.

2. Each user is responsible to have knowledge of and abide by IT policies. It is the responsibility of the County to educate its management and staff about these policies.

3. All users shall minimize unnecessary network traffic that might interfere with the ability of others to make effective use of the shared network resources.

4. Each user shall respect the integrity of the physical facilities and controls.

5. All employees shall abide by applicable policies and laws relating to use of IT resources.

6. County computing resources are not to be used for non-County related activities such as the use of games or software that has not been approved by the IT Department.

7. All employees and contractors with the County who have access to the Internet, e-mail, or other online services via the County computer network, shall sign an IT Policies Acknowledgment form indicating they have knowledge of the County policies and procedures in regard to the use of County computing resources.

8. The misuse of computer resources is prohibited.

   The following items represent, but are not all inclusive of, misuse:

   a. Using computer resources for derogatory, racially offensive, sexually offensive, harassing, threatening, political, or discriminatory purposes

   b. Downloading, installing, or running security programs or utilities which reveal weaknesses in the security of the County computer resources unless a job specifically requires it

   c. Using computers and user IDs for which there is no authorization or using User IDs for purposes outside of those for which they have been assigned

   d. Attempting to modify, install, or remove computer equipment, software, or peripherals without proper IT Director authorization. This includes installing any personal software on County owned equipment

   e. Accessing computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by the County

   f. Circumventing or attempting to circumvent normal resource limits, logon procedures, and security regulations

   g. Using computing facilities, user IDs, or computer data for purposes other than those for which they were intended or authorized

   h. Sending fraudulent e-mail, breaking into another user's electronic mailbox, or reading someone else's e-mail without his or her permission or proper authorization

   i. Sending any fraudulent electronic transmission, including but not limited to fraudulent requests for confidential information, fraudulent submission of electronic purchase requisitions, or fraudulent electronic authorization of purchase requisitions

   j. Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization

   k. Violating the property rights of copyright holders who are in possession of computer-generated data, reports, or software

   l. Taking advantage of another user's naiveté or negligence to gain access to any user ID, data, software, or file not your own and for which you have not

received explicit authorization to access

m. Physically interfering with other user's access to the County computing facilities

n. Encroaching on or disrupting others' use of the County shared network resources by creating unnecessary network traffic; wasting computer time, connect time, disk space, or other resources; modifying system facilities, operating systems, or disk partitions without authorization; attempting to crash or tie up a County computer; damaging or vandalizing County computing facilities, equipment, software, or computer files

o. Disclosing or removing proprietary information, software, printed output, or magnetic media without the explicit permission of the owner

p. Reading any other user's data, information, files, or programs on a display screen, as printed output, or via electronic means, without the owner's explicit permission

q. Knowingly transferring or allowing to be transferred to, from, or within the County, textual or graphic material commonly considered obscene. In the case of a dispute over the definition of obscene material, the strictest definition or union of definitions used by local, state, federal, or other law enforcement agencies in all locations where the subject data originates, terminates, or travels through shall be used

All users shall:

1. Cooperate with administrator requests for information about computing activities

2. Follow County procedures and guidelines in handling Portable Electronic Media (PEM) and external files in order to maintain a secure, virus-free computing environment

3. Follow County procedures and guidelines for backing up data and making sure that critical data is saved to an appropriate location

4. Honor the Acceptable Use Policies of any non-County networks accessed

5. Users will report unacceptable use and other security violations to their immediate supervisor, personnel director, or IT Director.

Misuse of County computer resources can result in disciplinary action appropriate to the misuse, up to and including termination and/or criminal prosecution depending on the nature and severity of the violation as outlined by the applicable disciplinary action section of union contracts or County personnel policies.

DEPARTMENTAL RESPONSIBILITIES:

Departments may develop policies relating to this topic for use within their daily operations if those policies are approved by the IT Director prior to implementation. Departmental policies may only be used to clarify or further enhance this policy, not supersede it.

Please refer to this policy for guidance in creating your department policy.

BACKGROUND/HISTORY

Date	Purpose of Revision
June 20th 2011	Adopted – County Commission

REFERENCES -Laws, rules, and applicable policies:

MCA 2-2-121; MCA 45-6-311; Ravalli County Personnel Policies; Ravalli County IT Policies

SUMMARY OF CHANGES:

Change Date: