Ravalli County
Information Technology Policy 5
Internet Acceptable Use
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 for acceptable Internet use. The use of the Internet resources by an employee or other authorized person must be consistent with this policy.

REQUIREMENTS:

1. The County provided Internet, intranet, and related services are to be used for: conducting County business and delivering government services; transmitting and sharing information among governmental, research, and educational organizations; supporting open research and education in and between research and instructional institutions; communicating and exchanging professional information; encouraging debate of issues in a specific field of expertise; applying for or administering grants or contracts; announcing requests for proposals and bids; announcing new services for research or instruction; and conducting other appropriate County business.

2. The County provided Internet, intranet, and related services are not to be used for extensive private, recreational, or personal use. Break times and lunch hours are designated for personal activities only unless otherwise specified by department head in department policy.

3. Employees do not have an expectation of privacy for Internet use beyond what is afforded under current laws, statutes, or policies. <u>IT Director, Department Heads, and Elected Officials can monitor Internet usage for performance, troubleshooting, or if abuses are suspected.</u>

4. Any software to be obtained through the Internet, which is intended to be installed on County computers, must be approved, in advance, by IT.

5. Downloading a file from the Internet can bring viruses with it. The user is responsible for scanning all downloaded files with County standard virus prevention software. Assistance can be obtained from the Helpdesk for scanning instructions.

6. Never send, post, or provide access to any confidential County materials or information outside the County or State network unless properly encrypted.

7. Hacking is the unauthorized attempt or entry into any other computer. Never make an unauthorized attempt to enter any computer.

8. Violation of these policies may result in denial of Internet access to or within the County and may result in disciplinary action appropriate to the violation, 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.

9. All County employees must honor copyright laws regarding protected commercial software or intellectual property.

10. Duplicating, transmitting, or using software not in compliance with software license agreements is considered copyright infringement.

11. County employees are not to make copies of software or literature without the full legal right to do so.

12. Unauthorized use of copyrighted materials or another person's original writings is considered copyright infringement.

13. Copyrighted materials belonging to others may not be transmitted by County employees on the Internet without permission.

14. Users may download copyrighted material from the Internet, but its use must be strictly within the agreement as posted by the author or current copyright law.

15. Users shall not use the Internet for streaming video or audio unless for work purposes approved by IT.

GUIDELINES:

1. The Internet has been provided to County employees for the benefit of departments and their customers. Every County employee has the responsibility to maintain and enhance the County's public image and to use the Internet in a productive manner. To ensure these standards are being met, the following guidelines have been established for assisting departments in supervising the Internet, intranet, and related services.

2. *"Don't say, do, write, view, or acquire anything that you wouldn't be proud to have anyone in the world learn about if the electronic records are laid bare."*

3. In the event of a known or witnessed policy violation, employees may report violations to his/her supervisor or to the Personnel Department. If the violation is reported to the immediate supervisor, the immediate supervisor should report the violation to the Personnel Department for investigation.

4. If you are using information from an Internet site for strategic business decisions, you should verify the integrity of that information. You should verify whether the site is updated on a regular basis (the lack of revision date might indicate out-of-date information) and that it is a valid provider of the information you are seeking. Just because it is there does not mean that it is accurate or valid.

5. Be aware of the classification of any information contained in data files or correspondence, which are transported via the Internet. Users are cautioned NOT to exchange information in an unencrypted form which is considered private or confidential, or if intercepted would place the County in violation of any law. The content of information exchanged via the Internet (regardless of its state of encryption) shall be appropriate and consistent with County policy and is subject to the same restrictions as any other form of correspondence.

6. Practice acceptable network etiquette methods. County employees and all other people accessing the Internet are expected to be good network citizens.

FTP (FILE TRANSFER PROTOCOL):

These guidelines cover use of FTP (or download sites).

1. Users shall contact IT for help to identify best practices and associated tools.
2. Do not use FTP for any system for which you do not have an account or which does not advertise anonymous FTP services.
3. Downloaded files may contain viruses. Scan all downloaded files with the County standard virus prevention software.
4. Observe working hours or posted hours for FTP sites. Most sites request that you DO NOT FTP between their local hours of 8 a.m. - 5 p.m.
5. Do not use FTP during your site's prime hours due to network impact on other users.
6. Look locally before downloading a file from a geographically remote site. Your system manager can help you find the closest site.
7. Do not download files or programs on the off chance you might need them someday. If you discover you do not need what you have downloaded, delete it. You can always get it again if you discover you need it later.
8. Observe any posted restrictions on the FTP server.

TELNET:

These guidelines cover the use of TELNET.

1. Do not TELNET unless pre-approved by IT.
2. Do not attempt to TELNET deliberately into anonymous FTP servers.
3. Do not attempt to TELNET into ports without authorization.

DEPARTMENT RESPONSIBILITIES:

1. The department head or elected official shall request installation of Internet access tools on County computers via written request or e-mail. The Elected Official or Department Head is responsible for supervising his/her staff's Internet use.

2. 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.

3. Please refer to the policy guidance for assistance in creating your department policy.

BACKGROUND/HISTORY

Access to the Internet is provided to County employees as a research and communication tool for conducting County business. Internet access is a County resource, and as such, its use is governed by applicable County policies dealing with the appropriate and ethical use of County resources. The Internet connection and services are provided for employees and persons legitimately affiliated with the County. Internet connection and services are for the efficient exchange of information and the completion of assigned responsibilities consistent with the County statutory purposes.

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: