



<b>Policy 8.1</b>	<b>Technology Resources Acceptable Use</b>		
<u>Effective Date:</u> 2/28/12	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/IT	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u>			

## **TECHNOLOGY RESOURCES ACCEPTABLE USE**

**8.1**

### **POLICY**

It is the policy of DuPage County to provide employees with technology resources that are necessary to support our goals and objectives. This policy pertains to all technology-related equipment, hardware and software, including, but not limited to; County-owned, leased or licensed desktop and laptop computers, telephones, cell phones, copy machines, fax machines, computer systems, e-mail and messaging software, Intranet and Internet services, tools and supplies.

### **ELIGIBILITY**

- All employees under County Board Jurisdiction regardless of employment status.

### **GUIDELINES**

- A.** The use of County technology resources are intended primarily for County business use, however, incidental and occasional use of these systems for non-work purposes that does not result in a negative budgetary or performance impact may be permitted at the discretion of the Department Head.
- B.** County employees shall have no expectation of privacy in terms of their use of County technology resources. The County reserves the right to access any and all information including files and e-mail stored on the County network or any County equipment.
- C.** All County employees are expected to conduct themselves honestly and appropriately when using County technology resources. In doing so, employees are expected to respect any laws, including the Freedom of Information Act, copyrights, software licensing rules, property rights and the privacy of others.
- D.** Employees are expected to exercise good judgment regarding appropriate use of County technology resources and equipment, and adhere to any safety guidelines related to a piece of equipment.

- E.** County employees shall identify themselves accurately and completely when corresponding with others by means of telephone, e-mail, Intranet or Internet and shall not send any unsolicited mass e-mails or e-mails used for solicitation purposes with the exception of County-supported charities. At no time may County e-mail be used in a manner which gives the impression that the County has authorized an otherwise personal communication.
- F.** Employees are expected to limit the use of personal phones, pagers, PDA devices, MP3 players, and other personal equipment for non-work related purposes during working hours. Any limited use will be at the discretion of the Department Head.
- G.** Employees may not blog, or use other forms of commonly known social media or technology on the Internet/Intranet during their designated work schedule unless specifically authorized by the Department Head as part of the employee's position. Blogging or other forms of social media or technology include, but are not limited to, social networks, online dating, video, wiki postings, personal blogs, or other similar forms of online journals, diaries, and personal newsletters not affiliated with DuPage County. DuPage County reserves the right to monitor employee use of County equipment, blogs, and other social media. Employees shall have no expectation of privacy with regard to the use of any County equipment or content that they post. In addition, DuPage County reserves the right to discontinue employee access to equipment, require employees to remove or stop posting content that is deemed inappropriate including, but not limited to, content which:

  - 1.** Violates any laws
  - 2.** Is libelous or may be construed as harassment. (Personnel Policy 7.4: Harassment)
  - 3.** Violates any County policies, rules, standards or requirements including, but not limited to, the County's Ethics Ordinance and Personnel Policy 9.1: Employment Ethics
  - 4.** Is adverse to the reputation, interests or business relationships of DuPage County
- H.** Employees may not take County Equipment home, unless otherwise authorized by the Department Head.
- I.** County employees shall not install, remove, or otherwise modify any hardware or software without written approval of their Department Head and IT Department.
- J.** Employees are responsible for ensuring the protection and security of assigned County technology resources. Technology resources must be secured when not in use. Missing equipment must be reported to the Department Head, Security Office and the IT Department immediately.

## **NETWORK USE GUIDELINES**

- A.** The DuPage County Information Technology department shall be the sole provider of designs, specifications, operations, maintenance and management of all network infrastructure and equipment including, but not limited to, wireless access points and the wired/wireless local area network.
- B.** With the exception of the IT Department, and other employees approved by their Department Head and the CIO, no Employee shall be granted administrative rights to any Network equipment.
- C.** Remote access to the County systems shall only be allowed via County approved software and hardware.

## **COMPUTER USE GUIDELINES**

- A.** Employees will safeguard login identifications and passwords. Any suspected password compromise will be reported immediately to the IT Department. Password and access information may not be recorded, shared or given to anyone other than the Employee.
- B.** All Employees are responsible for logging out of or locking their workstation before they leave the office/desk unattended so that unauthorized persons cannot see, read or take/copy confidential data. Contact the IT Department for procedures concerning automatic locking of workstations.
- C.** With the exception of the IT Department, and other employees approved by their Department Head and the CIO, no Employees shall be granted administrative rights to their workstation.
- D.** No personal data shall be stored on County Servers. This includes, but is not limited to, documents, pictures, music and video files.
- E.** No confidential data shall be stored on any local or removable media devices that are not encrypted with County approved encryption software.
- F.** Data stored locally on desktops and laptops is not backed up by the IT Department. No County business related data shall be stored on any local hard drives. The IT Department will provide training to ensure that data is being stored in the correct location.
- G.** Employees are prohibited from making modifications to County-owned technology without appropriate approval from their Department Head and the IT Department. Modifications that could impact the County network, desktop computing devices and other computer systems are strictly prohibited. Modification includes, but is not limited to, software installation and configuration changes. Installation of non-business related software, personal music and video files is prohibited.

- H. The following examples are unacceptable uses of County technology equipment: downloading non-work related files, including music files; personal instant messaging or chat; playing games; sending chain-letters; sending, printing or displaying offensive images, pictures or jokes; sending, printing or displaying sexually offensive materials; sending, initiating or contributing to "SPAM"; running "Hacker" or "Cracker" type software or actions; using proxy sites or servers; using Peer-to-Peer or file sharing software; FTP software; streaming audio and video for any purpose unless authorized and configured by the IT Department to support a valid County business requirement; causing damage to County-owned computers and/or peripheral equipment. Said list is of examples is not meant to represent all unacceptable uses of County technology.

## **CELLPHONE AND WIRELESS DEVICE USE GUIDELINES**

The following guidelines apply to any and all devices used to access the County's e-mail system.

- A. Employees shall not download and/or save sensitive, confidential or inappropriate information to their wireless devices unless the devices are encrypted with County approved encryption software, and/or password protected.
- B. Employees are responsible for locking and securing their wireless devices. Please contact the IT Department for procedures regarding securing wireless devices.
- C. All wireless devices that access the County's e-mail system must have the ability to be disabled remotely.
- D. Installation of non-business related applications or software that results in any cost to the County is prohibited.
- E. Lost phones must be reported immediately to the Department Head, Security Office and the IT Department.

Inappropriate use of County-owned equipment may result in disciplinary action, not to exclude termination. (Personnel Policy 10.1: Disciplinary Guidelines)