



## Medina County Policy Manual

Policy: <b>Computer &amp; Network Usage</b>	Section: <b>Work Rules</b>	Number: <b>7.015</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>1 of 5</b>

A. It is the intent of Medina County to provide local, network, and Internet access, where implemented, to employees of Medina County for functional purposes of local government. This access will assist in the collaboration and exchange of information and enhance information gathering and efficient communication.

County users will comply with all of the following local, network, and Internet usage policies and guidelines.

B. The use of the network is a privilege that may be revoked by the Medina County Board of Commissioners at any time and for any reason. Appropriate reasons for revoking privileges include but are not limited to:

1. Malicious use of the network;
2. Altering of system software;
3. Placing of unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages.

C. The County reserves the right to remove files, limit or deny access, and refer the user for other disciplinary actions.

D. The County reserves all rights to any material stored in the files that are generally accessible to others and will remove any material that the Board of Commissioners, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Users will not use their County-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.

E. All information services and features contained on local or network resources are intended for the private use of its registered users, and any use of these resources for commercial-for-profit or other unauthorized purposes in any form is expressly forbidden.

F. The network resources are intended for the exclusive use by registered users. The user is responsible for the use of their account, password and/or access privileges. Any problems that arise from the use of a user's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

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G. Any misuse of the network will result in suspension of network privileges and/or other disciplinary action determined by the Board of Commissioners. Misuse shall include but not be limited to:

1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
2. Misrepresenting other users on the network;
3. Malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
4. Interfering with others using the network;
5. Extensive use for non-county-related communication;
6. Illegal installation of copyrighted software;
7. Unauthorized downloading, copying, or use of licensed or copyrighted software;
8. Allowing anyone to use an account other than the account holder;
9. Making any personal purchases using any Board network connections.

H. The use of the network resources are for the purposes of (in order of priority):

1. Support of Medina County functions and operations;
2. Telecommunications;
3. General information.

I. The County does not warrant that the functions of the network will meet any specific requirements the user may have, or that it will be error free or uninterrupted, nor shall the County be liable for any direct or indirect incidental or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

J. Email

1. Email users should review emails (both received and sent) at least weekly. It is the user's responsibility to ensure that emails that are to be retained are removed from the server in a timely manner to avoid consuming excess server space.

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2. Employees in possession of County records in the form of electronic mail are cautioned to be prudent in their reliance on the County's server for purposes of maintaining a lasting record. Where long-term accessibility is an issue, sound business practice suggests that consideration be given to transferring their electronic email to a more lasting medium/format, such as acid-free paper or microfilm.
  
3. Many of the emails that are sent and received have limited or short term value and should be deleted as soon as it no longer serves an administrative purpose. Some examples of this type of email include email that is equivalent to advertisements, "junk" emails, and personal email. Email containing information of lasting value, such as policy interpretation or decision issuance, must be retained in accordance with the County's records retention schedule. Generally, if the email must be retained for longer than one year, it should be printed and filed as a paper or electronic copy.
  
4. Spam is the Internet equivalent to junk mail. Whether solicited or not, bulk e-mailings cause tremendous strain on the County's network resources.
  - a. Sending spam from a County computer is prohibited.
  
  - b. Occasionally, legitimate e-mail sent may be screened out. Failure in the delivery of e-mail may result due to many reasons such as including addressing errors and software problems, as well as County spam-fighting techniques. Delivery of e-mail can never be guaranteed and the County has no obligation to ensure that every piece of e-mail sent will be delivered.
  
  - c. If it is the belief that emails are not being received that were sent, the employee should ask the sender to try again; Or unsolicited emails are being received which have bypassed the County's screening and filtering process, i.e. spam or emails containing inappropriate content, the recipient is to contact the County's email system administrator who may be able to explain or solve the problem.
  
5. Email encourages informal communication because it is easy to use. However, unlike a telephone call, email creates a permanent record that is archived and may be retrievable at a later date, even though the user has deleted it.
  - a. *Be cautious about what is send and to whom. Do not say anything in an email that you would not want quoted on the front page of a newspaper!*

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- b. *Email invites sharing and a push of the "forward" button will resend email messages worldwide.*
6. Email attachments may introduce viruses. This is likely if the attachment arrives from an unknown source. If the sender is unknown consider routing the message to the County's system administrator who can safely open it for you. Attached files ending in "EXE," "BAT," or "COM" may be suspect.
  7. When sending email to a long list of recipients it is recommended that the Bcc field be used. This practice reduces the chances of having addresses used in a spam attack.
  8. Unacceptable email use is defined to include, but is not limited to, the following:
    - a. The sharing of County e-mail accounts is prohibited;
    - b. Any authorized attempts to read, copy, modify or delete email messages of other users;
    - c. Use of email to upload, download or resend copyrighted or pornographic material;
    - d. Use of email to harass or discriminate against someone;
    - e. Use of email to post chain letters or engage in "spamming" (sending annoying or unnecessary messages to a large number of people).
  9. The Board reserves the right, in its discretion, to monitor the e-mail system to assure that its property is being used for County purposes only and to prevent harassment or improper use.
  10. Employees do not have a personal privacy right in any matter created, received, stored in or sent from an e-mail system.
  11. Nothing should be entered into the e-mail system without a job related reason.
- K. The County will periodically make determinations on whether specific uses of the network are consistent with this policy. The County reserves the right to log network use to monitor fileserver space utilization by users and examine specific network usage (as may be deemed necessary) for the maintenance, safety, or security of the network.

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The County does not warrant that the functions of the network will guarantee privacy. All data transmitting across local and wide area networks have the potential of being read by unintended individuals either by misrouted data or intentional monitoring. The County reserves the right to remove a user account on the network to prevent unauthorized activity.

- L. An employee bringing their privately-owned computer into any of the County's departments, agencies or facilities is personally responsible for said equipment. Responsibility for the maintenance and repair of the computer rests solely with that individual including installation of software and configuration of peripherals. Any damage to the equipment, including results from viruses, is the responsibility of the individual. Software residing on privately-owned computers must be personally owned unless authorized by the County and within the licensing constraints of the software company. The individual is responsible for the security of the equipment at all times. A privately-owned computer may not be connected to the County's network.
  
- M. In order to access the network, the employee must compete and sign [the Computer & Network Usage Acknowledgment Form](#) releasing the Board, its operators, and administration from any and all claims of any nature arising from the use of network resources. In addition, the employee must sign agreeing to this policy in whole and accepting responsibility for the actions and use or misuse of the network equipment.