

Navarro County
Internet and Information Systems
Acceptable Use
Policy

INTRODUCTION

Navarro County Acceptable Use Policy specifies policy for the use of information resources and information Systems systems. Enforcement of this acceptable use policy is consistent with the policies and procedures of this organization.

Being informed is a shared responsibility for all users of Navarro County information systems. Being informed means, for example:

- Knowing these acceptable use policies and other related rules and policies,
- Knowing how to protect your data and data that you are responsible for,
- Knowing how to use shared resources without damaging them,
- Knowing how to keep current with software updates,
- Knowing how to report a virus warning, a hoax, or other suspicious activity
- Participating in training, and
- Knowing that this policy will change, out of necessity, because technology changes rapidly. Navarro County government's goal is to keep up with these changes in order to provide the level of service Navarro County residents deserve.

POLICY

Compliance with this policy is mandatory for all officials, employees and contractors of this organization. This policy applies to all Navarro County information, computer systems and data that are used for official Navarro County business regardless of its location.

I. Authorized Use

Users must **not** use other users' passwords, user ids, or accounts, attempt to capture or guess other users' passwords. Users are also restricted from using business equipment for personal use, without authorization from Navarro County. Users must not hide their identity for malicious purposes or assume the identity of another user.

II. Privacy

User files may be subject to access by authorized employees of Navarro County during the course of official business. Accordingly, users should have no expectation of privacy and their activity may be monitored. The Information Systems Department will conduct periodic audits of all Navarro County's computers to insure that Navarro County is in compliance with all software licenses. During the audit, Information Systems will search

for computer viruses, spyware, games, and personal software and eliminate any that are found.

III. Restricted Access

Users must not attempt to access restricted files or portions of operating systems, security systems, or administrative systems to which they have not been given authorization. Accordingly, users must not access without authorization: email, data, programs, or information protected under state and federal laws. Users must not release another person's *restricted information*.

IV. Proper Use of Resources

Users should recognize that computing resources are limited and user activities may have an impact on the entire network. Users must **not**:

- misuse email
- spread email widely (chain letter) and without good purpose ("spamming") or flood an individual, group, or system with numerous or large email messages ("bombing")
- install software and/or hardware. This includes but is not limited to screen savers and screen backgrounds. Only the Information Systems Department is authorized to install software and/or hardware. The Information Systems Department will conduct periodic audits of all Navarro County's computers to insure Navarro County is in compliance with all software licenses. During the audit, Information Systems will search for computer viruses, spyware, games, and personal software and **eliminate** any that are found.
- **use streaming audio, video or real time applications such as weather monitoring or Internet radio.**
- **divulge any password(s) to other users.** Any user that is caught sharing his/her password with another user will be subject to departmental disciplinary action.
- install games on any County owned system. Information Systems is permitted to remove all games found without notice.
- use County software for personal non-County purposes, profit, entertainment, or violation of local, state, and/or federal laws.

V. Protecting Information and Shared Resources

Users must:

- Use Microsoft Outlook for any and all email that pertains to official business of Navarro County.
- Follow established procedures for protecting files, including managing passwords, using *encryption* Systems, and storing back-up copies of files.

- Protect the physical and electronic integrity of equipment, networks, software, and accounts on any equipment that is used for Navarro County business in any location.
- log into system using his/her user id/password. Any user that is caught sharing his/her user id/password with another user or attempting to log into the system with another user's id/password will be subject to departmental disciplinary action.
- Visit **only** business related websites. Social networking websites are business related **only** if you maintain a page for your department.
- Open email from known senders and/or email that does not appear suspicious.
- Take all precautions to not introduce worms or viruses or other malicious code into the system nor disable protective measures ie: antivirus, spyware firewalls.
- Send **only** data that is not restricted or confidential over the Internet or off your *locally managed network* unless appropriately encrypted and approved by your immediate supervisor and/or the Information Systems Department.
- Connect **only** authorized equipment or media, which includes but is not limited to: laptops, flash drives, removable drives, wireless access points, pdas, and mp3 players. Only the Information Systems Department may authorize the installation of equipment and/or media.

VI. Civility

Users must not harass other users using computer resources, or make repeated unwelcome contacts with other users. Users must not display material that is inappropriate in an office environment or material that is not consistent with Navarro County policies.

VII. Applicable Laws

Users must obey local, state, and federal laws including laws on copyright and other intellectual property laws.

Navarro County does not condone the illegal duplication of software and will not tolerate it. A Navarro County employee, who makes, acquires, or uses unauthorized copies of software may be disciplined in addition to having liability for civil and criminal penalties. According to U.S. Copyright Law, illegal reproduction of software is subject to civil penalties of as much as US\$150,000 for each title infringed and criminal penalties of as much as US\$250,000 for each title infringed together with imprisonment of up to five (5) years.

PENAL CODE

Penal Codes, Chapter 33 "Computer Crimes". Section 33.02 (B) states the following:

- (A.) A person commits an offense if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner.
- (B.) A person commits an offense if the person intentionally or knowingly gives password, identifying code, personal identification number, debit *card* number, bank *account* number *or* other confidential information about a computer security system to another person without the effective consent of the person employing the computer security system to restrict access to a computer, computer network, computer system or data.
- (C.) An offense under this section is a Class A misdemeanor unless the actor's intent is to obtain a benefit or defraud or harm another. In which event the offense is:
 - 1.) A state jail felony if the value of the benefit or the amount of the loss or harm is less than \$20,000; or
 - 2.) A felony of the third degree if the value of the benefit or the amount of the loss or harm is \$20,000 or more.
- (D.) A person who is subject to prosecution under this section and any other section of this code may be prosecuted under either or both section.

I have read the Navarro County Acceptable Use Policy and agree to abide by it.

Employee Name

Department Name

Employee Signature

Date