



DOUGLAS COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

TITLE Internet Use Policy	Approval Date May 6, 1997
POLICY CUSTODIAN Information Technology	Revision Date June 5, 2013

PURPOSE: All County employees, contractors or temporary staff who have been granted the right to use the County’s Internet access are required to read, understand and comply with this policy. Use of the Internet by employees of Douglas County is permitted and encouraged where such use supports the goals and objectives of the County.

DEPARTMENT RESPONSIBLE: Information Technology

DEPARTMENT(S) AFFECTED: All

POLICY:

All County employees, contractors or temporary staff who have been granted the right to use the County’s Internet access are required to read, understand and comply with this policy. Use of the Internet by employees of Douglas County is permitted and encouraged where such use supports the goals and objectives of the County. However, Douglas County has a policy for the use of the Internet whereby employees must ensure that they:

1. Comply with current legislation
2. Abide by the acceptable use policies of our Internet service providers
3. Use the Internet for legitimate business purposes
4. Do not create unnecessary business risk to the County by their use of the Internet
5. Do not engage in peer-to-peer file sharing, video/audio streaming of content that is not related to County business, or generate unnecessary utilization of bandwidth due to personal use.

Monitoring

Douglas County accepts that the use of the Internet is a valuable business tool. However, misuse of this asset can have a negative impact upon employee productivity and the reputation of the County.

In addition, all of the County's Internet-related resources are provided for business purposes. Therefore, the County maintains the right to monitor the volume and type of Internet and network traffic, together with the Internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

Unacceptable Behavior

The following are deemed examples of unacceptable use or behavior by employees (this is a representative list, not to be considered all-inclusive or all-encompassing) :

- Visiting Internet sites that contain obscene, hateful or pornographic material
 - Using the computer to perpetrate any form of fraud; or software, music or video piracy
 - Using the Internet to send offensive or harassing material to other users
 - Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license
 - Hacking into unauthorized areas or attacking other systems
 - Creating or transmitting defamatory material
 - Undertaking deliberate activities that waste staff effort or networked resources
 - Introducing any form of computer virus or threat into the County network
- Enforcement

Failure to comply with these guidelines will not be tolerated and will result in sanctions ranging from disciplinary procedures, such as verbal and written warnings, up to and including termination and legal action.