

Board of County Commissioners

Agenda Request

Date of Meeting: June 19, 2018

Date Submitted: June 7, 2018

To: Honorable Chairperson and Members of the Board

From: Dee Jackson, Interim County Administrator

Subject: Approval of the County Internet Usage Policy Number 18-01

Statement of Issue:

This agenda item seeks Board approval of the proposed County Internet Usage Policy Number 18-01, which shall supersede County Policy Number 05-001 Internet Access and Electronic Mail Policy for County Employees.

Background:

At the April 17th commission meeting, the Board was presented with an update of the County's current internet policy. The Board decided to further discuss the policy in a workshop which was held on May 8th. At the direction of the Board, the proposed policy is being brought forth for consideration. The Internet Access and Electronic Mail Policy for County Employees, of the Board of County Commissioners of Gadsden County, Florida was adopted on September 5, 2005 and amended on December 2, 2010. The revised policy serves as a continued effort for the County government to provide cybersecurity and guidelines for the internet usage of County personnel and officials.

Analysis:

As the usage of internet technology in the workplace becomes more essential to the daily productivity of both County personnel and officials, it is the responsibility of the County government to regularly review and update its policies and procedures regarding internet usage.

The proposed Internet Usage Policy Number 18-01 shall supersede County Policy Number 05-001 Internet Access and Electronic Mail Policy for County Employees. Policy Number 05-001 encompasses guidelines for both internet and email usage. This proposed 18-01 incorporates the guidelines of the current 05-001 into a more comprehensive policy that solely pertains to internet usage.

Fiscal Analysis:

There is no fiscal impact.

Options:

1. Approve the proposed County Internet Usage Policy Number 18-01.
2. Amend the proposed County Internet Usage Policy Number 18-01, and approve with amendments.
3. Do not approve.
4. Board direction.

Interim County Administrator's Recommendation:

Option 1

Attachment(s):

Current Internet Access and Electronic Mail Policy for County Employees
Proposed County Internet Usage Policy



GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS

Policy No. : 05-001

Title: Internet Access and Electronic Mail Policy for County Policies

Effective: September 7, 2005

Revision:

Use of E-Mail and Internet

This policy is designed to protect the County, its employees and its resources from the risks associated with use of E-Mail and Internet. Therefore, E-Mail and Internet are to be used to facilitate County business and only highly-limited, reasonable personal use is permitted. Employees are permitted to briefly visit other non-sensitive Internet sites during non-work time, such as break, lunch, and before or after work hours. The County's E-Mail or Internet access systems may NEVER be used in any of the following ways:

- To harass, intimidate, or threaten another person.
- To access or distribute obscene, abusive, libelous, or defamatory material.
- To distribute copyrighted materials that are not authorized for reproduction/distribution.
- To impersonate another or mislead a recipient about your identity.
- To access another person's E-Mail, if not specifically authorized to do so.
- To bypass the systems' security mechanisms.
- To distribute chain letters.
- To participate in political or religious debate.
- To automatically forward messages (e.g., with mailbox rules) to Internet E-Mail addresses.
- To communicate the County's official position on any matter, unless specifically authorized.
- To make such statements on behalf of the County for any purpose which is illegal, against County policy, or contrary to the County's best interests.
- To pursue an individual's business interests that are unrelated to the County.
- To conduct any type of personal solicitation.

The County has not forbidden all personal use of E-Mail. Acceptable uses of E-Mail can be compared to those involving the telephone: the communication must be brief, must not interfere with work, must not subject the County to any additional costs, and must be consistent with the requirements set forth in this Internet and E-Mail policy.

Sending (uploading) or receiving (downloading) of any material in violation of any U.S. or state laws or regulations is prohibited. This includes but is not limited to copyrighted materials, trade secrets, proprietary financial information, sexually oriented materials, or similar information.

All employees are to treat electronic messages as confidential and such messages are to be accessed only by the intended recipient. Employees are not to retrieve or read any E-mail

I have read, understand and received a copy of the Use of E-Mail and Internet Policy.

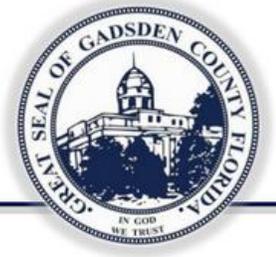
Print Employee's Name

Employee's Signature

Date

Personnel Representative/Supervisor

Date



SUBJECT: INTERNET USAGE
POLICY NUMBER:
EFFECTIVE DATE: JUNE 19, 2018

1. Policy Purpose

The purpose of this policy is to outline appropriate use of the internet resources available to Gadsden County staff and the public. Access to the internet through the County's network is a privilege and carries responsibilities reflecting responsible and ethical use. The County supports internet use that enables County workforce members to perform their job faster and smarter, and encourages its end users to develop Internet skills and knowledge.

The County also provides Public WiFi access, to enable better public access to government services and information.

The facilities that provide internet access represent a considerable commitment of resources for data networking, digital virus protection, internet fire-walling and internet bandwidth. This Internet Usage Policy is designed to help County staff understand the limitations for use of those resources. Inappropriate use exposes the County to risks, including: virus attacks, internet bandwidth saturation, and potential legal liabilities.

This policy is intended to comply with Chapter 119, Florida Statutes.

2. Policy Scope

As custodians of resources entrusted to us by the public, we should always be mindful of how we utilize these resources. We should also be mindful of our responsibility to act so that others are not deprived of access to useful resources as they perform their duties. This policy applies to all County staff, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the County and all connections to the County network.

3. Policy Description

The County has implemented the necessary network infrastructure to provide Internet access across the County's Wide Area Network. The County has other policies that address technology-specific areas, including policies on information security, e-mail and portable computing. Departments may have internal policies that also address these issues. These policies are cumulative and in the event of conflict, the policies providing the County with the greatest level of security apply.

The County recognizes that use of the County's internet access resources for personal use may be necessary, just as personal telephone calls from the office may be necessary, and may be more efficient than leaving the office to conduct personal business. Personal use of the County's Internet access resources is permitted subject to this policy. Users should not expect that transmissions made through the County network are confidential.

The use of the County's Internet resources and services for non-work purposes is permitted only in compliance with the following criteria:

- The cost (in time spent using the Internet for non-work activities) to the County must be negligible.
- The use must not hinder productivity or interfere with a County staff member's obligation to carry out their duties in a timely and effective manner.
- Time spent engaged in the non-work use of County internet resources is not considered to be County work time and County internet resources should only be used during work breaks.
- The use must in no way undermine the use of County resources and services for official purposes.
- The use neither expresses nor implies sponsorship or endorsement by the County. Any posting to public forums such as newsgroups, or any transmittal of electronic mail through the internet for personal use must include a disclaimer that the views are those of the County staff member and not Offices of the Gadsden County Board of County Commissioners.
- The use must be consistent with local, state and federal laws regarding obscenity, libel, fraud, piracy (software, film or music) and the like, and state and federal laws and County policies regarding the marketing of products or services, or other inappropriate activities.

Examples of Acceptable Use of the County's Resources:

The list below is not exhaustive, but provides a framework for activities that fall into the category of acceptable use.

- Obtaining information regarding County business (i.e. policy, legislation, public meetings, technical research, etc.).
- Transmitting or receiving a file or document (in conjunction with email) that does not fall into the category of unacceptable use.
- Providing information regarding County business to the public (i.e. meeting agendas, key points of contact, etc.).
- Delivery of County services.
- Incidental use of the internet (i.e. less than 10 minutes during a work day for purposes which are not prohibited).

Examples of Unacceptable Use of the County's Resources:

Illegal activities under local, state, federal, or international laws are strictly prohibited. In applying these guidelines, each case will depend upon the particular circumstances and other important factors such as materiality or reasonableness. The ultimate control, therefore, lies with each County staff's supervisor, as that person should have direct knowledge of the behaviors and needs of the individual County staff member.

County workforce members should consult with their supervisors in advance if they have any questions about appropriateness of certain practices. A supervisor's decision cannot, however, circumvent other policies and procedures of the Gadsden County Board of County Commissioners that may restrict personal use beyond the limitations cited in these guidelines.

The list below is not exhaustive but provides a framework for activities that fall into the category of unacceptable use.

- Accessing any kind of website to view images or documents that are in violation of our Equal Employment Opportunity policy on discrimination and harassment, including sexual harassment. In addition, sexually explicit images and documents may not be viewed, archived, stored, distributed, edited or recorded using our network or computing resources.
- Downloading software from the Internet without prior written approval of the IT Department.
- Introducing malicious software onto the County network and/or jeopardizing the security of the County's electronic communications systems.
- Downloading of any executable files or programs which change the configuration of your system by anyone other than Information Systems personnel is prohibited.

- Installing or running any programs or services that provide ongoing communications with the internet which have not been approved by the IT Department, including but not limited to non-County instant messengers, screen savers, peer-to-peer communications (e.g., FaceTime, Skype, Social Media Messaging, etc.), or other on-line services to access the internet on County computers which do not fulfill legitimate job functions.
- Accessing any online gambling websites (e.g., casino.com, gambling via social media sites, etc.)
- Accessing any non-work related, time-consuming internet sites, including but not limited to on-line gaming or on-line auctions (e.g., gamezilla.com, mpog.com, eBay, gaming via social media sites, etc.)
- Accessing any streaming media sites which do not fulfill legitimate job functions (e.g., viewing episodes of network television shows, movies, etc.)
- Accessing chat groups, sites designed to discriminate/spread hate, online dating, or any Conduct Unbecoming of a County employee, as outlined in the HR policy.
- Usage resulting in personal gain, (e.g., outside business activities, operating a personal business, items for sale, etc.).
- Conducting any non-County business activity for longer than 10 minutes during a work day.

4. Management and Administration

The County has software and systems in place that can monitor and record all internet usage. All sites and downloads are monitored and may be blocked if they are deemed to be harmful to the County network. County staff members shall have no right or expectation of privacy in any internet activity using County equipment or networks.

Supervisors and Managers shall have the right to review any internet activity of any County workforce supervised by them at any time and for any reason. If the activity to be reviewed goes beyond the department, other Department systems and records may be searched with the approval of the Director, Assistant County Administrator or County Administrator.

The County may monitor and report on internet use by County staff members. Managers may restrict internet use by anyone supervised by them at any time and for any reason. The County may restrict access to internet sites whose content appears to have no purpose related to the business of the County.

5. Retention of Websites and Social Networking Sites

All posts to websites and social networking sites (e.g, facebook, twitter, youtube, linkedin, etc.) which are related to County business are public records and shall be maintained in accordance with the law and the County's records retention schedule. The County does not have access to personal websites and social networking sites and accounts, so all posts on personal websites and social networking sites which are

related to County business must be retained by County employees and officers in accordance with law and the County's records retention schedule and provided to the County.

6. Enforcement and Application

Violators of this policy may be subject to appropriate disciplinary action up to and including employment termination, termination of agreements, denial of service, and/or legal penalties, both criminal and civil.

This policy applies to all County employees as well as temporary workers, contractors, consultants, vendors, volunteers, business affiliates or other persons who conduct county business or who may, during their association with the County, utilize County internet services on behalf of the County or operate computer equipment that remotely accesses the County's internal network.

7. Revision History

This policy was adopted on June 19, 2018, and repeals and replaces Policy Number 05-001, Internet Access and Electronic Mail Policy for County Employees, and all prior policies, resolutions and ordinances, or portions thereof, which are in conflict herewith.

Effective Date: June 19, 2018