

# County of Humboldt

## Information Systems Acceptable Use Policy



### **Section I Purpose:**

#### **1.1 GENERAL POLICY:**

The purpose of this Information Systems Acceptable Use Policy is to outline the acceptable use of County of Humboldt information, data, computers, computer systems, computer equipment, electronic storage, and/or computer networks. This Information Systems Acceptable Use Policy has been put in place to protect the County of Humboldt and County of Humboldt employees. Inappropriate use of County of Humboldt information systems exposes departments to various risks, including, without limitation, attacks, compromise of network systems and services, and legal issues.

#### **1.2 APPLICATION:**

This Information Systems Acceptable Use Policy applies to all users of County of Humboldt information, data, computers, computer systems, computer equipment, electronic storage, and/or computer networks. For purposes of this policy, the term “users” shall include, without limitation: County of Humboldt employees, extra-help employees, temporary employees, and volunteers; members of any County of Humboldt boards, commissions and organizations and; any and all contractors, consultants, vendors, and other third parties doing business with the County of Humboldt.

### **Section II Scope:**

#### **2.1 INFORMATION USE:**

- County of Humboldt computers, computer systems, computer equipment, electronic storage, and/or computer networks provide communication to internal and external organizations. Primarily, this is accomplished via electronic mail (e-mail), web access, Virtual Private Networks, and cloud-based information services, such as Zoom and Office 365.
- County of Humboldt information, data, computers, computer systems, computer equipment, electronic storage, and/or computer networks are the property of the County of Humboldt and will be provided to users for official and authorized use.

#### **2.2 SECURITY:**

- Users have the primary responsibility to safeguard the information contained in the County of Humboldt network from unauthorized or inadvertent use, modification, disclosure, destruction, and denial of service.
- Users are not permitted access to County of Humboldt information systems unless they have met the appropriate security requirements for accessing such system, including, without limitation, completing any and all required security awareness training. Initial security awareness trainings will expire one (1) year from the date they are successfully completed, and all users will be required to complete annual cyber awareness training.
- Users shall protect any and all applicable logon credentials. Users shall not use their user-ID, common names, birthdays, phone numbers, or dictionary words as passwords.

- Users shall log off prior to leaving any devices they are logged onto.
- Users shall use only authorized hardware and software, including, without limitation, wireless technology on County of Humboldt networks. Users shall not install or use any personally owned hardware, including, without limitation removable drives, or software on County of Humboldt networks.
- Users may enter, revise or delete information in files, computer systems, or over datanetworks, only as authorized and required in the performance of official County of Humboldt business responsibilities. Users shall not introduce executable code without authorization or write malicious code.
- Users shall not violate the intended use of any County of Humboldt computer systems or networks or any other system or network, including, without limitation, the Internet or the California Law Enforcement Telecommunications system, which users gain access via the County of Humboldt data network
- Users shall not alter, change, configure, or use County of Humboldt operating systems, programs, or information systems except as specifically authorized.
- Users shall safeguard and mark sensitive information created, copied, stored, or disseminated from County of Humboldt information systems. Users shall not disseminate sensitive information to anyone without a specific authorized business need.
- Users shall not utilize County of Humboldt information systems for personal financial gain or illegal activities.
- Users shall immediately report any suspicious output, files, shortcuts, or system problems to the County of Humboldt's Information Technology Division and cease all activities on the system until directed otherwise.

### **2.3 PRIVACY LIMITATIONS:**

- County of Humboldt information systems will be monitored for various purposes and any information captured during monitoring may be used for possible adverse administrative, disciplinary, or criminal actions. The following activities are prohibited uses of County of Humboldt information systems:
  - Unethical use, including, without limitation, unsolicited e-mail (SPAM), profanity, harassment, defamation, sexual misconduct, gaming, and extortion.
  - Accessing and viewing unauthorized sites, including, without limitation, pornography, streaming videos, chatrooms.
  - Unacceptable use of e-mail, including, without limitation, exploiting list servers or similar group broadcast systems for purposes beyond their intended scope in order to distribute SPAM, mass mailing, and hoaxes.
  - Any unauthorized use that could cause congestion, delay, degradation, or disruption of service to any government system or equipment.
  - Any unauthorized sharing of information that is deemed confidential, proprietary or otherwise non-disclosable.
- Users may utilize County of Humboldt information systems for limited personal communications in accordance with department policies, as long as such communications: do not cause an adverse impact

on work production; are of reasonable duration: and cause no adverse reflection on the County of Humboldt.

- Unacceptable use of County of Humboldt information systems or services, or other violations of this Information Systems Acceptable Use Policy, may be a basis for disciplinary actions and denial of services for any user.

## **2.4 VIOLATIONS:**

- Users who violate this Information Systems Policy will be subject to disciplinary action up to and including termination from employment or termination of contracts, as appropriate.

## **Section III Acknowledgement and Acceptance of Responsibility:**

### **3.1 POLICY REVISIONS:**

By executing this document, users acknowledge that the County of Humboldt Information Systems Acceptable Use Policy is not a contract. The County of Humboldt hereby reserves the right to make any and all necessary changes to the County of Humboldt Information Systems Acceptable Use Policy at any time.

### **3.2 RECEIPT AND RECOGNITION:**

By executing this document, users acknowledge and certify that they have received, and read and understand the County of Humboldt Information Systems Acceptable Use Policy. If Users have any questions concerning the County of Humboldt Information Systems Acceptable Use Policy, they can ask these questions of their Department Head, department designee. A complete copy of the County of Humboldt Information Systems Policy Document is accessible on the County of Humboldt website and a hard copy can be obtained from my department.

### **3.3 CERTIFICATION OF ACCEPTABLE USE:**

By executing this document, users certify that they will access County of Humboldt information systems for official and authorized uses only, except as allowed by the County of Humboldt Information Systems Acceptable Use Policy. Users further acknowledge that unauthorized use of County of Humboldt information systems is prohibited and subject to any and all applicable criminal, civil, security, or administrative proceedings and/or penalties.

### **3.4 CONSENT TO MONITORING, RECORDING AND SEIZURE OF COMMUNICATIONS:**

By executing this document, users acknowledge that use of County of Humboldt information systems indicates consent to monitoring and recording, including, without limitation, portable electronic devices, in accordance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards. The County of Humboldt routinely monitors communications occurring on County of Humboldt information systems. Users have no reasonable expectation of privacy regarding any communications or data transiting or stored on County of Humboldt information systems. At any time, the County of Humboldt may, for any lawful purpose, monitor, intercept, search, or seize any communication or data transiting or stored on County of Humboldt information systems. Any communications or data transiting or stored on County of Humboldt information systems may be disclosed or used in accordance with any and all applicable local, state, or federal laws, regulations, policies, procedures or standards.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_