



PERSONNEL RULES AND REGULATIONS

RULE 6: <i>General Terms and Conditions</i>	EFFECTIVE: <i>January 1, 2015</i>
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Section 1: Introduction

In order to remain competitive and to better serve the taxpayers and general public, Sarpy County continues to adopt and make use of communication and information exchange. Many employees have access to one or more forms of electronic media and services including, but not limited to, computers, tablets, email, phones, cell phones, voicemail, fax, online services, and the Internet.

Sarpy County encourages the use of these media and associated services because they can make communication more efficient and effective. Employees and everyone connected with the County should remember that electronic media and services provided by the County are County property and their purpose is to facilitate and support County business.

This Regulation cannot address every possible situation. Instead, it serves as general guidelines employees should apply when using electronic media and services.

Both the public and employees can access the public WIFI (a wireless local area network) in certain areas of the County campus. Access to the public WIFI is voluntary and at the user's own risk. The County's Corporate Network is accessed by permission only, and is subject to this Regulation.

The following applies to all electronic media and services that are:

- Accessed on the County's Corporate Network;
- Accessed using County equipment or via County-provided remote access methods (VPN, sync technology, etc.); or
- Used in a manner that identifies the individual with the County.

Section 2: Internet Access

Authorized users of Sarpy County Internet Resources must have the following:

- A. Department Head's approval to use Internet Resources, and
- B. An assigned account (username) by the Information Systems Department.

The appropriate use of Internet Resources will be limited to authorized employees for conducting County business or business-related activities. It is inappropriate to design or allow access to any unauthorized webpages or FTP (File Transfer Protocol) sites or allow access to County Systems to exchange files or information.



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Internet access is monitored periodically to determine bandwidth needs and utilization. This monitoring also indicates links and other information pertaining to Internet Resources used by employees. Employees are responsible for any and all activity initiated by their email ID, user account, or personal workstation.

All Internet Resources activity initiated directly or indirectly from Sarpy County's system can be monitored and traced. Any complaints of email or bulletin board postings by employees may result in immediate termination of their Internet User account until further investigation is completed.

Section 3: Prohibited Communications

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- A. Discriminatory or harassing,
- B. Derogatory to any individual or group,
- C. Obscene or pornographic,
- D. Defamatory or threatening, or
- E. For any purpose that is illegal or contrary to County policy or interests.

Section 4: Personal Use

Electronic media and services are provided by the County in order to assist employees in the performance of their job duties. Using any form of electronic media or service (sending or receiving) for personal gain, personal business, fundraising, or for mass mailings is not allowed. No political and/or campaign related material is permitted, in accordance with Political Activity Regulation (refer to *Rule 6: General Terms and Conditions, Regulation 8: Political Activity*). Employees are expected to demonstrate a sense of responsibility and not abuse the County's Internet or email or the privileges provided under this Regulation.

Section 5: Access to Employee Communications

Electronic information created and/or communicated by employees accessing the County Corporate Network or County property using email, computers, tablets, cell phones, word processing, spreadsheets, voicemail, phones, Internet, and other similar electronic media is monitored by the County. This information may also be subject to



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the Public Information Act or other similar laws. The County may routinely access or monitor employee communications directly including, but not limited to, current and archival files.

Employees should assume their electronic communications are not private. Email messages and files, like other types of correspondence and employer documents, can be accessed and read by authorized individuals. The County reserves the right at its discretion to review any employees' electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, the PRR, and other County policies. Accordingly, if employees have sensitive information to transmit, they should use a means other than the Corporate Network.

Section 6: Security / Appropriate Use

Employees must respect the confidentiality of others' electronic communications. However, Department Heads will have access to County computers and related equipment as well as software, email accounts, Internet activity, and other related items to ensure business needs are met. Except in cases in which explicit authorization has been granted, employees are prohibited from engaging in or attempting to engage in:

- A. Monitoring or intercepting files or electronic communications of others including third parties,
- B. Hacking or obtaining access to systems or accounts they are not authorized to use,
- C. Using others' log-ins or passwords, and
- D. Breaching, testing, or monitoring computer or network security measures.

No email or other electronic communications can be sent that attempts to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of others' access and use the system. Intentional misuse of computer resources including, but not limited to, wasting bandwidth, disk space, and printer paper and running/installing unauthorized software is prohibited. All freeware, shareware, and downloadable applications or files must be scanned for viruses using authorized procedures and software. Employees must never open, execute, or run unsolicited email attachments. If employees are unsure about downloading or opening unsolicited email, they should contact the Information Systems Department prior to doing so.



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Anyone obtaining electronic access to other organization's materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.

Section 7: Encryption Software

Employees cannot use encryption software without approval from the Information Systems Department. Employees with a need to encrypt messages should submit a written request to the Department Head and Information Systems Department, who will determine approval and ensure all departmental policies are followed.

Section 8: Policy Violations

Employees who abuse the privilege of County facilitated access to electronic media or services are subject to disciplinary action, up to and including termination.

Employees who utilize the email system for defamatory, illegal, or fraudulent purposes as well as break into unauthorized areas of the County's computer system are also subject to civil liability and criminal prosecution.