



County of Yolo

Administrative Policies and Procedures Manual

TITLE: INTERNET POLICY	DEPARTMENT: INFORMATION TECHNOLOGY
TYPE: POLICY	DATE: MAY 16, 2000

A. INTRODUCTION

The purpose of this policy is to prevent critical network breakdowns/slowdowns that affect the ability of County staff to perform County business.

This policy addresses issues associated with the usage of the Internet through the County's network. It defines what is considered as acceptable usage and gives examples. It states the County's right to monitor Internet usage and report it to individual departments. It also deals with expectations and outlines the commitment to make the tool efficient, secure and reliable.

This policy is a general County policy. It does not preclude any County department from establishing a more restrictive policy based on factual circumstances that exist in that department determined by the department head.

B. POLICY

Internet access should improve productivity by providing access to resources and information around the world. However, it is still a privilege and a County facility that must not be misused. County employees will obtain Internet access only after the department head authorizes such access.

Accessing the Internet is for official County business. Such access is monitored and audited. Incidental and occasional personal use of the Internet may occur when such use does not generate a direct cost for the County or hinders productivity in the work place and takes place during breaks, lunchtime and before and after work hours. Failure to comply with the "common sense" approach, or any damage caused by careless use, will immediately result in the loss of Internet privileges and may result in disciplinary action. The potential causes for punitive action include, but are not limited to using County Internet facilities for illegal activities, activities contrary to County policy or harmful to the County or inappropriate in any other way. County Internet facilities may not be used in any way for personal business or for accessing "indecent" Web sites.

1. Permissible Uses of Internet

- a. HOW: The use of any County resource for electronic communications should be related to County business.
- b. WHO: Only authorized County staff, and other authorized persons conducting County business may use the electronic communication systems. Individuals who wish to obtain access to the Internet need to obtain such permission from their department head through their Internet Coordinator.

2. Prohibited Uses of the Internet

- a. County resources for electronic communication shall not be used for commercial purposes. Incidental and occasional personal use of the Internet may occur when such use

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does not generate a direct cost for the County or hinders productivity in the work place and takes place during breaks, lunchtime and before and after work hours.

- b. Use of the Internet to access "improper" sites. (i.e. sites which contain nudity, racism, or other material deemed improper in the work place).

3. Access Restrictions

- a. All access to and from the County's network must be planned in conjunction with the Information Technology Division.
- b. All outside-inside access is centrally controlled, and is protected by a firewall.
- c. All remote access is performed through a central dialup service.
- d. All Internet related traffic is logged and audited to ensure security and proper usage. Logs may be requested by the department head for their department.

4. File Download

- a. Downloaded files should be treated as if they contain viruses. All downloaded files must be scanned for viruses before opened.
- b. When browsing the Internet, use caution. Do NOT download or install beta software. Do not download anything unless the source is known to be completely safe.

5. Confidentiality Protections

All County officers, agents and employees, including but not limited to the Information Technology Division, its staff and all other persons who undertake monitoring activities or otherwise monitor, intercept or receive messages on this system, shall respect the privileges and confidentiality that are guaranteed by the Constitution and other laws of the United States and the State of California. In the event that any message containing such confidential information is monitored, intercepted or received by any person other than the intended recipient, that person or persons shall be "agents" of the office from which the intercepted originated or was directed, being subject to all ethical and legal restrictions such agency entails. In the event that any reports are generated as a result of messages being intercepted by any of the aforementioned parties, a detailed report concerning such information may only be communicated to the department head of the person sending or receiving the message being intercepted. Any other report generated concerning such monitored message shall be general in nature and not name either sender or recipient, nor refer to the content, or disclose the content of the message.