

McPHERSON COUNTY

INFORMATION TECHNOLOGY

POLICIES AND PROCEDURES

November, 2009

Purpose

This policy covers the use of information technology resources belonging to, or used by, McPherson County. It includes, but is not limited to, all phone systems, all computer systems of any size and function and their attached peripherals, e-mail systems, software, network resources and Internet resources. All technology resources owned by McPherson County are in place to facilitate employee's ability to do their job efficiently and productively.

This Policy serves as a statement of intent and will need to be modified as conditions warrant. McPherson County reserves the right to deviate from this policy should circumstances warrant, in the County's sole discretion, and may modify this policy at any time.

Personnel Affected

This policy shall apply to all persons accessing or using McPherson County's information technology resources. "Employee" as used in this policy, refers to both elected and non elected personnel.

Ownership

Computer hardware and application software systems purchased by McPherson County are the property of the County, not individual departments, and may be subject to reallocation as the needs of the County change. The reallocation of these resources requires the approval of the involved department(s) and the Information Technology Department. Depending on original sources of funding and present value of equipment, reallocations may involve transfers of funds. The need for interdepartmental financial transactions will be determined on a case-by-case basis. Systems purchased with special funds or through grant funding and federal/state share funding arrangements may not be subject to reallocation.

Employees are prohibited from storing personal data on County computers. All data stored on the system are

County property and may be subject to Kansas Open Records Act. There is no right to privacy in such files, and they may be accessed, read, downloaded, or deleted in the County's regular course of business.

The Information Technology Department is authorized to monitor all electronic mail, files, Internet usage and user activity through regular computer and network maintenance.

McPherson County reserves the right to disclose employee e-mail messages or Internet records to law enforcement or government officials or to authorized parties, without notification or permission from the employees sending or receiving the messages. Emails shall not be disclosed without prior review by the department head or elected official in the event that such email content may contain privileged information not covered under the Kansas Open Records Act.

General Considerations

E-Mail

E-mail is the ability to compose and distribute messages, documents, files, software or images by electronic means over a phone line or network connection. This includes internal and external e-mail.

All outgoing e-mail messages shall contain a breach of confidentiality and accidental breach of confidentiality disclaimer.

Only official County email addresses shall be used to conduct official County business. Official County email addresses shall be listed on the official County website.

If official County email is hosted on a server not owned by McPherson County, account login information such as user name and password must be given to the department head.

Unless otherwise required by law, e-mail communication should be deleted as soon as practicable from the system. Communications or records intended or required by law to be retained shall be printed in a hard copy and filed or stored as appropriate or saved to designated electronic files or other media as required by departmental or agency procedures. All departments shall adhere to their legal record retention requirements.

Prohibited Uses

Employees shall not create, send or store messages that may reasonably be regarded as offensive, obscene, disruptive, illegal, fraudulent, profane, embarrassing or libelous. These include information that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs. Users encountering or receiving such material should immediately report the incident to their supervisor.

Employees shall not send unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material.

Internet

Global network of computers used to communicate and provide information.

When accessing the Internet, employees are representing McPherson County, therefore all rules of conduct and law that apply in the regular workplace also apply on the Internet.

E-mail and the Internet are to be used primarily to facilitate County business. However, not all personal use of e-mail and the Internet is forbidden. Reasonable personal use is permitted consistent with the provisions of this section. Non-County business related e-mail and Internet usage is permitted provided such use is brief, does not interfere with work, does not subject the County to any additional costs or liability, and is otherwise consistent with requirements set forth in this Policy. With prior permission of his or her supervisor, employees are permitted to briefly visit appropriate Internet sites during non-work time, such as break, lunch, and before or after work hours. Additional standards and/or guidelines may be established by individual department heads.

The County maintains the right to utilize software that makes it possible to identify and/or block access to Internet sites containing sexually explicit or other material deemed inappropriate for the workplace and log any and all aspects of its computer systems and network.

Prohibited Uses

Employees shall not view, download, or create Internet content that may reasonably be regarded as offensive, obscene, disruptive, illegal, fraudulent, profane, embarrassing or libelous. Users encountering such material should immediately report the incident to their supervisor or department head.

Intranet

The private network that serves the employees of McPherson County.

Department heads can have the Information Technology Department lockout any user account belonging to department employees.

Employees shall keep passwords secure and shall not share accounts. Authorized users are responsible for the security of their passwords and accounts.

Department heads shall keep a current list of all user passwords.

Department heads shall provide, to the Information Technology Department, a list of vendors needing access to their software to install upgrades and enhancements and to provide County personnel software application support.

No vendor shall access County information technology resources without prior notification to the Information Technology Department unless said vendor has licensed software being used by the County.

Prohibited Uses

Employees shall not use information technology resources without proper authorization or attempt to obtain privileges for which one is not authorized.

Employees shall not attempt to monitor, intercept, analyze or modify network traffic or transactions not specifically addressed to their computer.

Employees shall not attempt to alter or reconfigure any McPherson County Information Technology resources. Employees shall not use software that attempts to discover properties about the public network or computing resources connected to that network.

Employees shall not attempt to access, modify and/or delete another user's files, configuration or software without the expressed agreement of the owner.

Employees shall not attempt to learn another user's password(s) or personal information.

Non-employees are expressly forbidden from using any workstation (except the public access workstations) without proper authorization. Should an elected official or department head have a need for a non-employee to access data other than through the public access workstations, he/she may request authorization through the Information Technology Department.

Wireless Networking

Wireless networking refers to hardware and software combinations that enable two or more appliances to share data with each other without direct cable connections. Wireless networking includes cell and satellite phones, pagers, two-way radios, wireless LANs and modems.

Prohibited Uses

Employees shall not install or use any wireless networking devices without the approval of the Information Technology Department.

Individual Workstations

An electronic computing device, a laptop or desktop computer, or any other device that performs similar functions and electronic media stored in its immediate environment.

Prohibited Uses

Employees shall not copy, install, or use any software or data files in violation of applicable copyrights or license agreements. Employees should contact the Information Technology Department if unsure about the copyright or license agreement that applies to the software in question.

Employees shall not download or install programs or applications unless approved by the Information Technology Department. The Information Technology Department will not support unauthorized software and has authority to remove such software from any system.

Employees shall not add or install internal or external hardware and peripherals unless approved by the Information Technology Department. Any unauthorized hardware and peripherals will be removed from the system.

Employees shall not wastefully use system resources including file space or system memory.

Computers that connect to the County network will need to have up to date software security patches, service packs and critical software updates installed on a regular basis.

Employees shall not use County owned information technology resources including computer hardware, software, printers, plotters, cameras and Internet connections for personal use or gain.

Hardware Problems

When hardware problems occur, the employee should refer to the operating manual. If the problem then cannot be corrected, the problem and its effect on the hardware should be provided to the Information Technology Department for assistance.

Software Problems

Employees should become familiar with the software applications they use. The “help” section of an application is the first resource that should be consulted before calling the Information Technology Department for support. In the event that the “help” section of the software cannot resolve a problem, the employee should refer to the manual(s) provided for the software. If the problem is still unresolved, the Information Technology Department should be contacted.

Before contacting the Information Technology Department for assistance, the employee should:

- Write down the details of what happened.
- Make a list of what corrective measures were tried.
- Relay this information to the Information Technology Department.

Telephone – Fax

Telephones are provided as a tool to conduct County business. Non-County business related calls are permitted provided such use is brief, does not interfere with work, does not subject the County to any additional costs or liability, and is otherwise consistent with requirements set forth in this Policy.

Prohibited Uses

Personal telephone use that increases costs or liability to McPherson County are prohibited.

Employees shall not accept collect calls.

Employees shall not use telephones or fax machines to deliver conversations or messages regarded as offensive, obscene, disruptive, illegal, fraudulent, profane, embarrassing or libelous. These include information that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.

Television - Video Resources

McPherson County recognizes the value of using video resources such as broadcast television, cable television, videotapes, and DVDs, for training purposes and to stay informed of local events such as weather and emergencies.

Employees shall only use these resources for work related activities.

Off Duty Personal Use

Use of the County's computer system for personal purposes during off duty hours, within reasonable limits, is permissible with approval of the department head with the exception that use for personal profit or gain is prohibited.

County owned software shall not be removed from County property for personal use or installed on a personal computer.

Loaning Of Equipment

Hardware or software (including laptops, overhead projectors, cameras, and other portable equipment) shall not be loaned to non-County personnel except for other government agencies with the approval of the department head, Information Technology Department, or County Administrator.

Hardware or software (including laptops, overhead projectors, cameras, and other portable equipment) shall not be removed from County property unless it is work related with the approval of the department head, Information Technology Department, or County Administrator.

Confidentiality

Confidential County information shall be transmitted only to those authorized to receive it. Additionally, when such confidential or restricted information is transmitted over the Internet, it must be sent in an encrypted form. Exceptional care is to be taken to insure confidential materials are not mistakenly transmitted to unauthorized recipients.

Information Technology Equipment Acquisition

The Information Technology Department and Administration Department will be involved in strategic planning for the information technology needs including but not limited to:

1. The lease, purchase or rental of equipment and software.
2. Brand and model/version of equipment and software to be acquired.
3. Brand and model/version of peripheral equipment including personal data assistants and digital cameras.
4. Purchase of maintenance contracts.
5. Requests for new software or hardware.

Hardware and peripheral devices that are replaced will be turned into the Information Technology Department.

Information Technology Equipment Disposal

The information Technology Department will dispose of any discarded information technology resource.

Exception To Prohibited Use

Law enforcement personnel, legal staff, and Information Technology Department personnel may engage in use that is listed as prohibited when such use is necessary to perform their law enforcement, legal, and information technology administration duties and he/she has received advance approval from his/her supervisor. It is recommended that supervisors and department heads provide the Information Technology Department and or the County Administrator with notice of authorized use.

Violation of Policy

Any employee found to be in violation of any provision of this Policy shall be subject to disciplinary action up to and including dismissal, civil and criminal liability.

Reporting Violations

Employees shall report violations of this policy to their supervisor or department head, or the Information Technology Department. To the extent possible, reports shall be handled with confidentiality.

Right to Appeal

Any employee who feels that he or she has not been treated fairly with regard to an application of this Policy may file a grievance pursuant to the County's Personnel Policies and Procedures.

Effective Date

All provisions of this policy shall be effective upon the approval of the County Commission.

Approval

ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF McPHERSON COUNTY, KANSAS, THIS 29th
DAY OF November, 2009.

(SEAL)



Ronald Loomis, Chairman

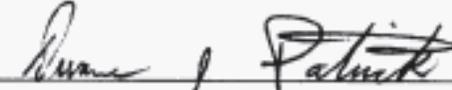


Harris Terry, Commissioner

ATTEST:



Susan R. Meng, County Clerk *Deputy*



Duane Patrick, Commissioner

**McPHERSON COUNTY
INFORMATION TECHNOLOGY
POLICIES AND PROCEDURES
ACCEPTANCE FORM**

I understand that McPherson County, may monitor, review, and/or copy any information on the electronic data processing system, including the electronic mail system, whether stored or in transit, at any time, and may, without further notice, disclose such information to any third party or parties, including government and law enforcement agencies. I further understand there is no expectation of privacy regarding any information that I may store, send, or receive on the County's electronic data processing system.

**Acknowledgement of McPherson County Information Technology
Policies And Procedures**

This is to acknowledge that I have read and understand the McPherson County Information Technology Policies and Procedures. I understand that failure to follow the provisions of the Information Technology Policies and Procedures could lead to the loss of my computer system privileges and/or more severe disciplinary action. By signing below, I agree to abide by McPherson County's Information Technology Policies and Procedures.

Employee Name (Please Print)	
Department	
Date	
Employee Signature	