



Allegany County Information Technology Division

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Allegany County Government Technology Usage Policy

Allegany County Government recognizes that the use of technology has many benefits and can make the workplace more efficient and effective. Therefore, employees are encouraged to use all technology including the Internet, network, computer, phones, mobile devices and e-mail systems appropriately. Unacceptable use of these technologies can place Allegany County Government and others at risk. This policy outlines Allegany County Government's guidelines for acceptable use of technology.

Scope

This policy must be followed in conjunction with other Allegany County Government policies governing appropriate workplace conduct and behavior. Allegany County Government complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

Use Guidelines

Allegany County Government has established the following guidelines for employee use of Allegany County Government's technology and communications networks, as outlined previously, in an appropriate, ethical and professional manner.

1. All technology provided by Allegany County Government, including computer systems, communications networks, company-related work records and other information stored electronically, is the property of Allegany County Government and not the employee. In general, use of Allegany County Government's technology systems and electronic communications should be job-related and not for personal convenience. Acquisition of information must exhibit clear business justification that does not infringe upon existing laws or ethical standards.
2. Employees may not use Allegany County Government's Internet, e-mail or other electronic communications to attain personal monetary gain; to jeopardize legitimate use; to advance personal, political, or religious causes; to provide resources to unauthorized persons or to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
3. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on Allegany County Government or be contrary to its mission and interests; and any illegal activities—including piracy, cracking, hacking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.
4. Copyrighted materials belonging to entities other than Allegany County Government may not be transmitted by employees on Allegany County Government's network without permission of the copyright holder. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an Internet site with other interested persons for business reasons is permitted.
5. Employees may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and "spamming" (sending e-mail to thousands of users.) Users may not make any attempt to cause degradation of performance through the alteration of or damage to computer equipment, software, and/or configurations

6. To prevent contamination of Allegany County Government technology and communications equipment and systems by harmful computer viruses, downloaded files and removable media such as flashdrives, cd/dvd, external hard drives should be checked for possible infection through the IT department. Also, given that many browser add-on packages (called "plug-ins") may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from IT.
7. Every employee of Allegany County Government is responsible for the content of all text, audio or image files that he or she places or sends over Allegany County Government's Internet and communication systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. Allegany County Government's identity is attached to all outgoing e-mail communications, which should reflect our values and appropriate workplace language and conduct.
8. E-mail and other electronic communications transmitted by Allegany County Government equipment, systems and networks are not private or confidential, and they are the property of Allegany County Government. Therefore, Allegany County Government reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
9. Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.
10. Employees are not permitted to transmit personal identifying information such as social security numbers without proper encryption software. Any storage of personal identifying information must be disclosed to the Human Resources Division and the Information Technology Division.
11. Employees will not be requested to provide or enter a password via email or text message. Employees should report any attempts by others to obtain their password or personal identifying information.
12. Employees are responsible for securing technology from unauthorized access and theft.

Allegany County Government's Right to Monitor and Consequences for Misuse

All supplied technology, including computer systems, equipment and company-related work records, belongs to Allegany County Government and not to the employee user. Employees understand Allegany County Government routinely monitors use patterns, and employees should observe appropriate workplace discretion in their use and maintenance of such property.

Because all the computer systems and software, as well as e-mail and Internet connections, are the property of Allegany County Government, all policies apply to their use and are in effect at all times. Any employee who abuses the organization-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state or local laws.

Questions Regarding the Use of Allegany County Government Technology

If you have questions regarding the appropriate use of Allegany County Government technology equipment or systems, including e-mail and the Internet, please contact your supervisor, manager or the IT department.

I have read Allegany County Government's acceptable technology use statement and agree to abide by it as consideration for my continued employment by Allegany County Government. I understand that violation of any above policies may result in disciplinary action including my termination.

Employee Name and Department Printed

Employee Signature & Date

Return Signed Copy to Human Resources