Title: Administrative Policy Use of Information Technology Services	**Policy No.** Part 5, Staff Policies Chapter 1, Rules Section 2
	Effective Date October 16, 2007
Policy Custodian Information Technology Services Division	**Adoption/Revision Date** October 16, 2007/January 24, 2011

Adopting Resolution(s): CC07-467

References (Statutes/Resos/Policies):

Purpose: To ensure the proper use of the Jefferson County Information Network (JCIN).

Policy: Use of Information Technology Services

A. Electronic mail

1. Acceptable Usage

   a. Communications must be consistent with conventional standards of ethical behavior and professional conduct and shall not be used to create, forward, or display any offensive or disruptive messages. Email shall not be used to solicit or lobby others for commercial, religious, political or other similar ventures unrelated to County business.

   b. Jefferson County email addresses may not be used in non-business related forums such as newsgroup postings, discussion boards, or instant messaging.

   c. Instant Messaging shall not be used for business communications that must be documented.

2. Retention/Archive
   Email that relates to county business shall be retained as an Official Record. Employees shall be responsible for ensuring that all Official Records are retained as part of an appropriate record series or record system. Email that is an Official Record and meets retention criteria shall be copied, with attachments, to the Enterprise Content Management System for retention in accordance with approved Records Retention Schedules.

B. Software

1. Employees shall not transfer to any third party any software owned or licensed by the County without explicit written authorization from ITS and/or the appropriate director or elected official responsible for the software.

2. Employees shall not transfer to any third party any data owned or licensed by the County without explicit written authorization from ITS and the County Attorney's office, and the Information Custodian whose data is to be disclosed. Employees who transfer from one Agency, Department, or Appointed or Elected Office may have their work-related files and email transferred with them if all entities agree.

C. Workstation Security

1. User workstations shall not be left unattended when logged into sensitive systems or accessing sensitive data. Automatic log off or password protected screen savers that activate within 15 minutes will be deployed as necessary to ensure this requirement is met.

2. All equipment that contains sensitive information shall be secured to deter theft. For mobile computing devices, all sensitive data shall be encrypted when removed from Jefferson County facilities.

D. Internet

1. The County reserves the right to monitor and record JCIN Internet usage at any time. Employees do not have any right of privacy of Internet usage and should hold no such expectation.

2. The County's Internet facilities and computing resources must not be knowingly used to violate the laws and regulations of the United States, or any state, city, county, or other local jurisdiction in any way.

3. Use of JCIN for on-line gaming, gambling, and pornography viewing is prohibited.

4. Employees may use their Internet access for non-business research or browsing during mealtime or other breaks, or outside of work hours, provided that all other usage policies are followed.

5. Employees may not use County Internet facilities to download images, music, or videos unless there is a demonstrated business-related use for the material.

6. Any software or files downloaded via the Internet become the property of the County. Unless previously approved by IT-Operations, such software is automatically classified as "Prohibited" and may not be used on any PC or server connected to JCIN until IT-Operations changes its classification. Any such downloaded files or software may be used only in ways that are consistent with their licenses or copyrights. No employee may use County facilities knowingly to download or distribute pirated software or data.

7. Only those employees or Officials who are duly authorized to speak in public gatherings on behalf of the County may speak or write in the name of the County on the Internet. Employees are reminded that the Internet is a public forum where it is inappropriate to reveal confidential information, customer data, trade secrets, and any other material whose distribution is restricted by existing County policies. Employees releasing restricted-distribution information, whether or not the release is inadvertent, are subject to disciplinary action.

E. Home Use of IT Equipment

1. County-owned IT equipment (PCs, printers, etc.) and associated supplies may be taken home by employees for use in the performance of their job.

2. Such use requires the approval of the employee's supervisor.