

Acceptable Use Policy

PURPOSE

The purpose of this policy is to:

- A. Adopt and enforce a policy that addresses the acceptable use of technology resources which includes user ID's, passwords, access privileges, computers, servers, peripherals, hardware, applications, programs, software, data, files, information, Internet, email, communications local area network, wide area network at Grand Traverse County; and
- B. Assure that Grand Traverse Computer technology resources are utilized for government work as it relates to a user's job function; and
- C. Protect the users and the technology resources of Grand Traverse County from illegal or damaging actions by individuals, either knowingly or unknowingly. It is the responsibility of every technology user to know these guidelines and to conduct their activities accordingly.

POLICY & PROCEDURE

Scope

This policy applies to all employees (full-time, regular, or irregular part time, job share, co-op or temporary), volunteers, interns, contractors, vendors, or any other individual having approved access to technology resource at Grand Traverse County (individually a "User", collectively the "Users"). This policy applies to all equipment that is owned or leased by Grand Traverse County.

Grand Traverse County has the capability to access, review, copy, modify, and delete any information transmitted or stored in the system, including, but not limited to, voice and e-mail messages. Grand Traverse County reserves the right to access, review, copy, modify, or delete all such information for any purpose and to disclose it to any party if legally compelled to do so or which Grand Traverse County deems appropriate in its discretion.

Policy

- A. This policy authorizes Users to make limited use of technology resources for personal purposes, but only where such personal use involves a de minimus amount of time to engage in activities described in sections 2, 3, 6, 9, 13, 14 of Paragraph I. of this policy.
- B. It is the policy of Grand Traverse County Information Services ("GTCIS") not to actively monitor the content of a User's technology. Any technology resource within the scope of responsibility of GTCIS can be monitored and audited when it is deemed

appropriate. Data created on any GTCIS technology equipment or network is the property of Grand Traverse County.

- C. Use of technology resources is restricted to the User's job function within the Grand Traverse County government.
- D. Users are not permitted to share their login IDs and/or passwords without authorization from GTCIS.
- E. If a User suspects that an ID, password, or technology resource has been compromised or hacked, they must immediately notify GTCIS so that the appropriate action can be completed.
- F. Users are not permitted to modify knowingly, delete, move, copy, or exchange any file, program, data, or information that will harm or disrupt technology resources.
- G. Users are not permitted to distribute viruses or exchange harmful programs or files knowingly.
- H. GTCIS maintains the right to block access to any Internet resource deemed inappropriate. Internet resources are monitored.
- I. Except as otherwise permitted in paragraph A of this policy, users are not permitted to utilize Internet resources to knowingly or negligently view, download, distribute, engage in, or solicit any of the following:
 - 1. pornographic material, or
 - 2. web surfing, or
 - 3. shopping, or
 - 4. gaming, or
 - 5. playing, or
 - 6. streaming media, or
 - 7. micro-blogging, or
 - 8. gambling, or
 - 9. chatting, or
 - 10. file sharing, or
 - 11. peer-to-peer network ("P2P"), or
 - 12. a virtual private network ("VPN"), or
 - 13. non-county email systems, or
 - 14. instant messaging, or
 - 15. any other inappropriate use not permitted without authorization from GTCIS.
- J. Users are not permitted to purchase, install, or dispose of any networking device, computer software or hardware, or peripheral equipment without the authorization from GTCIS.
- K. Users are not permitted to use their software or hardware without authorization from GTCIS.
- L. Any User initiating a financial transaction on behalf of Grand Traverse County must do so from a GTCIS approved device. Only authorized personnel will have access to financial transaction devices and applications.
- M. Users are not permitted to open, modify, delete, move, copy, or exchange any file, program, data, or information that is not related to their job function.
- N. Users are not permitted to exchange, divulge, or grant access to any file, program, data, or information with unknown sources or sources that have no direct working relationship with the function of the Grand Traverse County government.

- O. Users are not permitted to knowingly or negligently use technology resources to create, exchange, download, view, distribute, solicit, or display any harassing, offensive, pornographic, obscene, defamatory, or other inappropriate material. Examples would be sending unsolicited bulk email, spam, and chain letters via email.
- P. Users are not permitted to utilize computer resources for illegal purposes that violate any federal, state, or local law.
- Q. Users are not permitted to utilize technology resources to violate any Grand Traverse County policy.
- R. Users are prohibited from violating the rights of any person or company protected by copyright, trade secret, patent or intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Grand Traverse County.
- S. The circumventing of user authentication or security of any host, network, or account is strictly prohibited.
- T. The use of non-county email services such as personal GMAIL, Outlook, or Yahoo on Grand Traverse County network is prohibited unless authorized above under Paragraph A, or as authorized by GTCIS. Any email conducted with the use of the @gtcountymi.gov domain shall remain professional in manner and never for personal purposes.
- U. Users may not knowingly or negligently view, download, distribute, or solicit personal information relating to other Users without authorization.
- V. Users may not knowingly or negligently view, download, distribute, or solicit inflammatory statements which may incite violence.
- W. Users are not permitted to use any technology resources for commercial purposes, product advertisement, or "for-profit" personal activity unless authorized by GTCIS for this purpose.
- X. Users may not use any technology resources for religious or political lobbying.

Enforcement

Anyone aware of a suspected violation of this policy will report their concerns to the Human Resources ("HR") Director. GTCIS personnel will report violations, in written form, to the User's department head, HR Director, GTCIS Director, and the User. The HR Director will follow up with the department head. In the case of a vendor/contractor, the HR Director will follow up with the GTCIS Director and the County Administrator.

Violation of this policy may result in disciplinary action up to and including termination and/or referral to legal authorities. Grand Traverse County may limit, suspend, monitor, or revoke communications access at any time in accordance with applicable laws.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to HR.