



## County Communications Systems Policy

### PURPOSE

This policy defines acceptable use of all communication systems such as, but not limited to, computers, the internet/intranet, telephones, cell phones, voicemail, and personal digital assistants (PDAs) by any authorized users while using Grand Traverse County owned or leased equipment, facilities, internet/intranet addresses, or domain names registered to Grand Traverse County herein known as the County. The County reserves the right to change these policies at any time. Notice will be given to employees of such changes and effective date. The County's communication systems shall be used in a manner consistent with its public service, business, and administrative objectives.

### POLICY & PROCEDURE

#### Definitions

**Users** - Any Grand Traverse County employee (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 the County's communication systems.

**Communication systems** - Electronic modes of communication including, but not limited to, computers, email, telephones, cell phones, voicemail, personal digital assistants (PDAs), peripherals, Internet/Intranet Protocol addresses, domain names registered to the County, and other equipment.

#### Offenses

The County promotes communication systems that assist employees in performing County missions. It is expected that employees will use the communication systems to improve their job knowledge, to access technical and other information on topics which have relevance to the County, and to communicate with their coworkers, other Government agencies, and industry.

Limited personal use of County's Communications Systems is allowed. Such use should be kept to a minimum, and must not interfere with the employee's work and must not result in additional cost to the County. As property of the County, activities involving the communications systems are not private, and users should have no expectation of privacy in the use of these resources in compliance with applicable laws. This includes personal data stored on these systems.

The following uses of the County's communication systems are not permitted unless approved by the IT department or County Administration.

- Opening any communication system equipment with the intention of changing the hardware configuration. Vendor supported equipment is excluded.
- Attaching equipment to the County network, or allowing another person to attach equipment to the County network. This includes equipment brought in for vendor demonstrations.

- Relocating County equipment with the exception of portable devices, such as laptops, tablets, and/or mobile devices. Transferring or disposing of County equipment to another department or agency. Vendor supported equipment is excluded.
- Engaging in downloading, copying, or installation of software. All software must be approved by the IT department. This includes, but is not limited to, freeware, shareware, screensavers, and personal software.

Users should note that if they arrive at a point in downloading where they are asked if they would like to "install", they must contact their designated IT Technician before proceeding.

- Use, access, display or distribution of files containing obscenity, profanity, pornography or expressions of discriminatory bias or animosity toward legally protected classes; unless for a legitimate County function.
- Engaging in any activity that would compromise the security of the communication systems. This includes, but is not limited to, sharing passwords, downloading software or allowing others access to communication systems resources.
- Installing County-owned software on home computers is prohibited.
- Using the communication systems for promoting a personal business or for-profit work including, but not limited to, lobbying, solicitation, fundraising, and gambling.
- Using the internet to listen to the radio, watch movies/video clips, etc. that may cause the network bandwidth to be over-taxed, unless it is specifically worked related content.
- Knowingly access or attempt to access restricted portions of the network, operating system, security software or other applications for which authorization has not been granted.

## **Enforcement**

Anyone aware of a suspected violation of this policy will report their concerns to the Human Resources (HR) Director. Information Technology (IT) personnel will report violations, in written form, to the users' department head, HR Director, IT 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 IT Director and the County Administrator.

Violation of this policy may result in confiscation of the Communication System, or 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.

## **Application to Other Policies/Laws**

This policy is in addition to other county policies and does not replace such. Users should understand that this policy may be less restrictive than other County / Departmental policies. In such cases, the more restrictive policy takes precedence. Exceptions to this policy may be made with the County Administrator's written approval.

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 Human Resources.

Approved 7/3/2019

Updated July 2019