

{PRIVATE } <i>HC</i>	<b>COUNTY OF HILLSBOROUGH{PRIVATE }</b> <b>PERSONNEL POLICIES AND PROCEDURES-SPECIFIC</b>	
{PRIVATE }SECTION: 14-1:S through 14-3:S	<b>LAST REVISION: 02-20-02</b>	<b>PAGE: 1 of 5</b>

14-1:S SCOPE OF POLICY

This policy describes the proper use of the computer systems for the employees/computer users of Hillsborough County. These systems include internal databases, an “Intranet”, Internet access and internal and external e-mail. This document details employees’ responsibilities in using these computer systems and discusses related issues such as copyright considerations and harassment issues.

14-2:S GENERAL STATUS

Hillsborough County provides computer hardware and software at its expense and intends for it to be used only for business related transactions and communications.

As a result, employees have a limited right to privacy regarding files in their PCs, sites they visit on the Internet, or the content of their e-mail. Hillsborough County and the CIS staff have the right to review these files, including e-mail, and to monitor Internet access to ensure that usage of these systems is in accordance with the guidelines set forth below.

By using these systems, employees recognize that they have waived any rights to privacy in e-mail messages or files that they may download.

14-3:S USE OF SYSTEMS

Hillsborough County computer systems may not be used for certain activities, which fall outside purely business use. Examples of inappropriate use include, but are not limited to:

- Personal for-profit activities
- Use of an “Instant Messenger” program (AOL, ICQ, or Yahoo Instant Messenger)
- Personal political activities
- Illegal activities such as gambling
- Religious activities
- Unauthorized access to other systems
- Deliberate damage to or alteration of another user’s files
- Revealing your or another user’s login name and/or password to others
- Using another user’s name or password to gain access to an internal or external system
- Harassment of an individual or group of people
- Creation or transmission of material which denigrates or discriminates against an individual or group
- Printing, displaying, downloading or sending sexually explicit images, messages or jokes
- Use of the Internet that interrupts or disrupts our network users, services, or equipment

Anti-harassment and discrimination policies apply with full force and equal vigor to communications made electronically. Hillsborough County has the right to monitor its communication systems, which include deleting, printing and manipulation of electronic data.

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14-4:S CONFIDENTIAL INFORMATION

Employees are expected to maintain the confidentiality of any personnel information regarding Hillsborough County employees or any clients of Hillsborough County.

14-5:S COPYRIGHT

Employees should be aware that current legal opinion holds that all documents accessible through the Internet, including e-mail, are copyrighted. This copyright may be explicitly stated by the author or publisher, or may exist by default. The safest course is to assume that no text or images obtained from the Internet may be redistributed electronically or in hard copy without permission or the author or publisher. For example, any e-mail generated by a Hillsborough County employee is automatically copyrighted by Hillsborough County. Likewise, e-mail that is received from outside sources is copyrighted by the author or organization from which they work. Although typical practice is to allow the free printing, forwarding and even editing of e-mail, if information of significant importance is received through e-mail, authors could invoke their copyright if such information is misused.

14-6:S E-MAIL

In general, employees should not put anything into an e-mail that they would not put into a letter. Since e-mail messages are easily redistributed electronically, and may be printed and distributed in hard copy, one should not assume that any e-mail is or will remain confidential.

The following guidelines should be followed when using the e-mail system:

- Anonymous e-mail is prohibited
- Avoid large attachments
- Do not open miss-addressed e-mail
- Transmit confidential information only to those individuals authorized to receive it
- Do not send or re-send inappropriate messages as defined above under inappropriate activities.
- Retain important messages as you would any document by printing them
- Employees should periodic delete old e-mail which will help prevent problems from occurring with Hillsborough County’s e-mail server
- Do not sign up for “listservs” unrelated to work activities

Employees must recognize that no reasonable expectation of privacy exists within an e-mail system. Password protection and encryption keys do not lock out total accessibility. Computer Information Systems staff and/or Hillsborough County management may review an employees’ e-mail history at any time. Employees should be aware that historical e-mail data remains on file even if the item has been deleted and can be accessed by Hillsborough County CIS staff or management for a variety of reasons. All messages and transmissions composed, sent, stored or received on Hillsborough County’s communications systems are and remain the exclusive property of Hillsborough County and should not be considered the private property of any

employee. Use of the Hillsborough County e-mail system is a privilege and can be revoked if misused.

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14-7:S PASSWORDS

All employees who are authorized to access the Hillsborough County central computer systems (network servers) will be assigned a password. Employees are responsible for the maintaining the confidentiality of their password and those of other staff and will be asked to revise their computer password once every three months. Employees are prohibited from lending their password, for Internet access to another Hillsborough County employee that has been denied Internet access (the County's WebSense software records this type of violation) and both violators would loose rights to Internet access. Employees of Hillsborough County are prohibited from password protecting County computer systems (screen savers or BIOS passwords) for this will hinder the Computer Information Systems department and other County employees from accessing these systems.

14-8:S COMPUTER HARDWARE

Due to warranty/leasing issues and asset management, employees must not tamper with or relocate the Hillsborough County computer systems without direct permission from the Computer Information Systems department. Leasing agreements and/or warranties will become invalid if a non-certified employee attempts to service computer related hardware.

14-9:S INTERNET ACCESS

Internet access will be authorized (or not authorized) individually for each County employee by his or her respective department head. Internet access shall be for Hillsborough County related business only. Personal use of the Internet is prohibited. This connection is of limited speed and can efficiently serve only a limited number of users simultaneously. All County employees who have access to the web should be aware that a transaction log (similar to a telephone log) is kept of all Internet sites visited by each employee. The County's screening software monitors employee's usage and the Computer Information Systems Department is notified of any and all violations. Certain web sites may be automatically prohibited by the County Computer Information Systems firewall and access will be restricted. Downloading information or software from the Internet is prohibited unless it is work related. Use of the Hillsborough County Internet access is a privilege and can be revoked at any time.

14-10:S VIRUSES

Users should not open files from floppies or the Internet without scanning them for computer viruses. If an employee is unaware of the identity of the author, the employee should delete the e-mail immediately. If an e-mail attachment is an executable program and the employee is unaware of the author do not open that attachment. Employees should never open an attachment if it has a "VBS" extension, since files with this extension are usually computer viruses! Employees should never double-click on an attachment unless they are expecting that

attachment from a known author! Suspected infections should be reported to the Computer Information Systems supervisor immediately.

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14-11:S CONSEQUENCES OF POLICY VIOLATIONS

If an employee is found to have violated the terms of acceptable use, he or she may be subject to various disciplinary actions depending on the severity of the infraction. Such consequences may take the form of:

- Suspension of e-mail and internet privileges;
- Disciplinary action up to and including discharge;
- Personal Civil or criminal liability

14-12:S ACCEPTANCE OF POLICY/CONSENT

By signing the accompanying acknowledgment, employees certify that they have read this policy and understand its terms.

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## Hillsborough County Department of Information Services

### Employee Acceptable Use Policy Acknowledgement Form

*I acknowledge that I have been provided and I have read the Hillsborough County Computer Systems, E-Mail and Internet Acceptable Use Policy. I understand that, as an employee of Hillsborough County, I must comply with these rules and regulations.*

*I understand that all computer related hardware, at Hillsborough County is the property of the County and must be used for work related tasks only.*

*My signature below indicates that I have read this document and I understand that all computer related business conducted by employees of Hillsborough County is to be work related. Having read this document, I am aware of the consequences for non-compliance.*

Print Name: \_\_\_\_\_

Employee's  
Signature: \_\_\_\_\_

Received By: \_\_\_\_\_

(Signature)

Date: \_\_\_\_\_