

COLLIN COUNTY

Information Technology
2300 Bloomdale Road
Suite 3198
McKinney, Texas 75071
www.collincountytx.gov

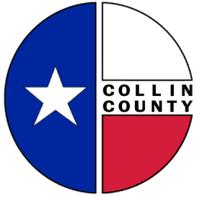
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| Policy #: | 020A | Effective: | 1/5/2015 | Page #: | 1 of 4 |
| Subject: | Title: COMPUTER SYSTEMS AND INTERNET USE POLICY - USER ACCEPTANCE DOCUMENT | | | | |

COLLIN COUNTY COMPUTER SYSTEMS AND INTERNET USE POLICY

Computer Equipment and Network Appropriate Use

1. Only authorized Information Technology personnel shall install computer equipment (including computers, monitors, phones, printers, fax machines, etc.) connecting to the Collin County network and will perform all inter/intra department computer equipment moves.
2. Collin County computer equipment is provided to county personnel for the delivery of services to Collin County citizens. A standard set of business productivity applications, appropriate to the assigned job function, is installed as a standard computer image. Computer games or other types of non-business software installed in addition to the standard image, whether provided by a vendor or by personal purchase, without prior approval of the Information Technology department, are prohibited on computer equipment connected to the Collin County network.
3. Collin County employees are issued a county email account to be used in support of county business. Internet access will be provided, upon the approval and request of the employee's Department Head or Elected Official. Internet access is monitored by the county IT department and access to certain sites, such as streaming media sites, is restricted. Internet access during business hours is provided solely as a job aid and should not be used for non-business activity. Brief and occasional personal Internet use is allowed by county employees during non-working time. Use of social media, personal email accounts and other types of Internet access is governed under the Social Media Use and Approval policy and should be used during work hours only in support of legitimate county business. All information on county owned equipment, as well as any employee owned equipment used to access the county network(s), such as smart phones or tablets connected under policy 033 – Mobile Device Policy, is the property of Collin County and subject to open records requests and possible seizure in support of law enforcement investigations.
4. Except as otherwise specified in the computer policy, employees may not use Collin County's e-mail system, network or Internet/Intranet access for any of the following:
 - a. Downloading software without the prior written approval of Collin County's Information Technology Department.
 - b. Disseminating, printing or otherwise sharing copyrighted materials, including but not limited to books, articles, software or user guides in violation of copyright laws.
 - c. Operating a business, researching business opportunities, soliciting money for personal gain, searching for jobs outside Collin County or in support of political campaign(s).
 - d. Offensive or harassing statements or language in violation of federal EEO legislation.

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- e. Sending or soliciting sexually oriented messages or images.
- f. Visiting sites featuring pornography, terrorism, espionage, theft or drugs.
- g. Gambling or engaging in any other activity in violation of local, state or federal law.
- h. Illegal and/or unethical activities or content, or activities or content that could damage Collin County's professional reputation.
 - i. ***Exceptions to the above conditions will apply to the departments that require full access to the Internet for job related reasons. A request to gain access to other Internet sites must be provided from the department head or elected official to the Collin County Chief Information Officer.***
- 5. County issued computers include anti-virus software as part of the standard software installation. Employees must not disable or attempt to modify the anti-virus software or otherwise disrupt the file scanning configuration setting.
- 6. Collin County computer equipment will not be removed from County premises unless authorized by the Collin County Chief Information Officer, the employee's Department Head or Elected Official and the proper paperwork is completed, ***with the exception of laptops or tablets issued to County employees expressly to provide mobility and ability to work outside normal operating hours.***
- 7. Computer users are responsible for the appropriate use of County computers, and for taking reasonable precautions to secure the information and equipment entrusted to them. Computer account passwords must comply with the Collin County Desktop Password Policy. Passwords **should not** be written down and posted on or near the computer under any circumstances. Employees are responsible for reporting inappropriate use of County computers, breaches of computer security, loss or theft of County computer assets and assisting in resolving such matters.

Any employee who learns of a violation of this policy should notify the appropriate Collin County Elected Official or Department Head or the Information Technology Service Desk.

Data Ownership and Access

- 1. County computer equipment, files, user data, databases, programs or any other information on a County network represent County assets which can only be used for authorized County business. Use of County assets for personal gain or benefit is prohibited. Data stored on the county network will be backed up on a rolling 30 day basis and that will be kept on the network for at least six (6) months after employment ends. Deleting, altering or sharing confidential, proprietary or other information upon termination of employment, either voluntary or

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involuntary, is prohibited and will be investigated and prosecuted to the fullest extent of the law.

- All information stored on County computer systems, network or attached devices, including portable storage devices, is considered confidential unless you have received permission to use it. Accessing or attempting to access confidential data without authorization, or allowing non-county personnel to attempt to access such data, is strictly prohibited. Confidential information should only be used for its intended purpose. Using confidential information for anything other than its intended use (i.e. personal gain, political activity, etc.) is prohibited.
- All information created in, sent or received via the e-mail system, network, Internet, Intranet or Extranet is the property of Collin County and subject to open records requests. Employees should not have any expectation of privacy regarding such information. Collin County reserves the right to, at any time and without notice, access, read and review, monitor and copy all messages and files on its computer system(s) as it deems necessary. Collin County may disclose text or images to law enforcement or other third parties without the employee's consent.

Collin County maintains email records on the County Email Server for a period of 6 (six) months prior to deletion. It is the responsibility of the computer user, with guidance and training from the Records Management Officer and Information Technology staff, to manage e-mail messages and/or other electronic documents according to the county's retention policy and schedule. It is the responsibility of the sender of e-mail messages within the county's e-mail system and recipients of messages from outside the county to retain the messages for the approved retention period. Names of the sender, recipient, date/time of the message, as well as any attachments must be retained with the message.

Intellectual Property Rights and Management

- Collin County purchases or licenses the use of computer software from a variety of organizations and companies. Collin County does not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than licensed number of users.
- Software license(s) purchased or received by an employee for personal use is prohibited on Collin County equipment. Software licenses provided to employees by vendors for use on county computer equipment in support of county operations and functions must be approved and/or accepted by the IT department. The employee is responsible for coordinating this approval/acceptance between their department and the IT Service Desk.
- No County software license will be used for personal use on non-county computer equipment.

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- Collin County Information Technology Department is authorized to conduct random software license audits at any time throughout the County using either remote management software or manual data collection methods.
- According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 per work copied and criminal penalties including fines and imprisonment. Collin County employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Collin County does not condone the illegal duplication of software and makes every effort to ensure that only lawfully licensed software is installed on county systems.

Communication Standards

- The same standards of decorum, respect, and professionalism used in the office environment apply to computer communications with other parties.

I understand this document acknowledges acceptance of the full computer use policy document, [020 - Computer Systems and Internet Use Policy](#), and that the inappropriate use of computers and breaches of computer security is prohibited and may lead to penalties, employment termination and where applicable, prosecution to the fullest extent of the law.

EMPLOYEE SIGNATURE: _____
DATE: _____

The elements of this document are subordinate to any collective bargaining agreement, employee contract or other employment requirement agreement.

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