

Glenn County Human Resource Agency

300 Computer Systems and Applications, Internet and E-Mail Usage

300.1 APPLICABLE AUTHORITY

This policy has been created to establish guidelines for the use of state and county owned information and technology systems, including network, Internet, and application resources. Title 10.10.08 of the Glenn County Administrative Manual describes the county's Electronic Systems Policy and should be used in conjunction with this agency-specific policy.

300.2 GENERAL

Any information containing personally identifiable information (PII) may not leave the agency without being encrypted. This includes, but is not limited to: storage devices, email, cloud computing.

Agency electronic resources (computers, copiers, fax machines, Internet, e-mail, phones, etc.) are made available to agency representatives for business use only. Personal use of agency computers (including hardware, equipment, data, and software and reference materials) is prohibited.

300.3 COMPUTERS, INTERNET, EMAIL & ELECTRONIC DEVICES/EQUIPMENT

All software and hardware installations must be authorized by the HRA IT department. Personal devices should never be plugged into any HRA computer without authorization.

HANDBOOK LANGUAGE BEGINS

Food, beverages, or containers full of liquid should be kept away from electronic equipment at all times. The placement of stickers, magnets, plants, or any other potentially damaging item on any electronic equipment is prohibited.

HANDBOOK LANGUAGE ENDS

General access to computers, e-mail, Intranet, Internet, and Microsoft Windows programs will be granted to employees of the HRA, including temporary representatives as needed to perform their daily duties. Specific program access (i.e. C-IV, CWS/CMS, etc) must be requested and justified by the supervisor/manager.

HRA passwords are considered the electronic signature when using automated information systems. Any action performed on a computer under a user's profile is the responsibility of that user. Passwords should never be shared with anyone and should never be left where it can be found. Staff should always log off when leaving their work area. Agency representatives should protect all passwords from unauthorized use.

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Agency representatives should receive approval prior to downloading material off the Internet. The use of copyrighted material must strictly be within the limitations posed by the author or current copyright law. The Federal Copyright Act at 17 U.S.C. 101 et.seq. protects “intellectual property” rights and prohibits misuse of all original works of authorship in any tangible medium of expression.

Handbook Language Begins

The agency reserves the right to monitor, log and/or recover all network and PC activity with or without notice, including any item created with, stored on, sent from, or accessed through agency computers. This includes, but is not limited to Internet and e-mail usage. The agency will periodically monitor computer systems and usage. Agency representatives should not have any expectations of privacy when using agency computers.

Handbook Language Ends

Suspected violations of this policy and/or the county Electronic Systems Policy 10.10.08 may be investigated without prior notice, and these investigations may result in adverse personnel action, up to and including termination of employment. Employees who violate Federal or State statutes may also face civil and/or criminal prosecution.

Employee review and acknowledgement:

Employee Signature

Employee Printed Name

Date