



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy # 304	Approval Date: 8/5/2014
Policy Title: Computer Use	Effective Date: 8/5/2014, 11/28/2023
Owner Human Resources and Labor Negotiations Committee	Revision Date(s): 8/5/2014, 11/28/2023

I. **PURPOSE**

This policy governs the use of Dodge County's computers and information systems (hereinafter referred to as "computer network") by its employees. Dodge County encourages staff to use information technology to its fullest potential in order to provide services of the highest quality to Dodge County residents or customers, enhance services, and to promote staff development.

The guidelines and prohibitions established in this policy are meant to protect Dodge County's computer equipment, software and data from damage caused by the unauthorized use of the Dodge County computer network by Dodge County employees or unauthorized access by third parties to the network. This policy is also intended to protect Dodge County employees from harm that may result from the improper use of Dodge County's computer network by other Dodge County employees or unauthorized third parties.

Nothing in this policy shall be construed or interpreted as restricting protected speech. Employees are encouraged to contact the County Administrator or Human Resources Department with questions concerning prohibited speech under this policy.

II. **POLICY**

A. In accordance with this policy, the Information Technology (IT) Department will be responsible for:

1. Administering and maintaining the various servers and workstations that connect to the Dodge County network
2. Establishing disaster back-up procedures for storing Dodge County data from the Dodge County network and servers;
3. Installing and maintaining anti-virus/malware software, encryption on servers and workstations, including a "firewall" between County servers and Internet connections;
4. Providing each authorized user on the Dodge County network authentication with a user identification (User ID) and unique password providing access for each user to resources available on the network;
5. Procuring new hardware and software to meet Dodge County's current and future network needs; and
6. Monitoring and maintaining a record of all communications, software applications on the Dodge County computer network and Internet use in order to assess the productivity and to identify and report any abuses to the appropriate authority.

B. Software

The Dodge County Information Technology Department has the exclusive right to install all software used on Dodge County's computer network and workstations. The

installation of any software on Dodge County's computer network and workstations during work time or personal time without the express approval of the employee's Department Head and the IT department is prohibited, and may subject the employee to discipline. Dodge County will remove all unauthorized software from its servers or workstations. Dodge County will monitor software use by Dodge County employees for licensing purposes and to protect against viruses, and other unauthorized use of Dodge County's servers or workstations by third parties.

C. Data

1. All data, whether on a server a workstation, USB device or other media source is the sole property of Dodge County. It is against Dodge County policy for a Dodge County employee to purposely delete or modify the work product of another Dodge County employee without the consent of the employee that created the work product, or that employee's supervisor. For the purposes of this policy, work product means any compilation of data, analyses, reports or correspondence selected, coordinated, or arranged by an employee.
2. Transferring Dodge County data to a non-Dodge County device is prohibited. Employees will not transfer Dodge County data for use on their home computers or personal cell phones.
3. All data on Dodge County's computer network is confidential. The release of such Dodge County data to third parties will be governed by applicable laws and regulations, and policies adopted by Dodge County concerning the release of County data.

D. Security

1. The IT department will provide each employee with unique user identification (User ID) and associated password to gain access to the Dodge County computer network. Authorized users of the Dodge County network will also be required to enter a password to gain access to their individual and shared areas on the network servers and other information resources located on the network.
2. Dodge County employees will be responsible for maintaining the confidentiality of their user ID's and passwords. Dodge County employees are required to change their passwords every 90 days. Dodge County employees will immediately notify the IT Department if they believe that unauthorized users have gained access to or obtained their User ID or password information to gain access to their user area or Dodge County's network.
3. If the IT Department believes that the security system of the Dodge County computer network has been compromised by an unauthorized user, IT will take appropriate action to disable the User ID and passwords of users, workstations or other access points to the system that may be involved. The IT Department will revoke an employee's User ID access to the Dodge County computer network upon termination of employment at Dodge County or at any time based on information indicating the employee has engaged in conduct that could disrupt, interfere or expose the network to damage or to unauthorized use. It is the responsibility of the supervisor of a terminated employee to notify IT to revoke the terminated employee's password.

E. Prevention of Computer Viruses

1. Computer viruses, malware and other debilitating programs present a major threat to the integrity of Dodge County's information systems. Viruses/malware are programs that infiltrate a computing environment and disrupt or damage computers, networks, program applications and data. To prevent such problems from occurring on Dodge County's computer network, the Information Technology Department will install anti-virus/malware software on servers and workstations. IT shall scan servers and workstations on a regular basis to detect, counteract and remove computer viruses/malware.

2. All media sources will be presumed to have viruses. Therefore, whenever possible, the virus software will automatically scan every file accessed by a user.
- F. Monitoring Communications and Software Use
- All communications and data on the Dodge County computer network may be public records subject to disclosure under the state Open Records Law, with certain exceptions. All communications on and uses of Dodge County's network or applications of any software program installed in a workstation or server during work or personal time may be monitored from time to time by the IT department. Dodge County employees should be aware that any such communications and other uses of the network are not private and that Dodge County reserves the right and may exercise the right to review, audit, intercept and disclose all messages on the Dodge County network at any time with or without prior notice to the employee.
- G. Data Storage
1. IT will be responsible for maintaining all data on the Dodge County computer network in a manner that will allow users to readily access files and other information on the network. IT will further establish procedures or protocols governing the deletion and retention of all data on the network.
 2. The IT Department will be responsible for disaster recovery and back up of all data on the Dodge County network. Users who save data locally are doing so at their own risk. All data should be saved to network drives.
- H. E-mail
1. With the passing of the Telecommunications Act, February 1996, it is unlawful to use a telecommunications device (e-mail) without disclosing one's identity. It is also unlawful to use e-mail to annoy, abuse, threaten, or harass any person. This law also addresses the unauthorized use of office communications and provides protection to the employer.
 2. The content and maintenance of Dodge County's e-mail/voicemail and shared file storage areas are the user's responsibility. Employees are expected to communicate in a professional manner that will reflect positively on them and Dodge County.
 3. Like all other communications on the Dodge County computer network, Dodge County employees should be aware that e-mail/voicemail messages sent within the Dodge County network or on the Internet using Dodge County's computer equipment are not private communications and that all e-mail/voicemail messages are the property of Dodge County. Dodge County reserves the right to access, review and disclose all e-mail/voicemail messages. Dodge County staff should regard all e-mail/voicemail messages as non-private communications that may be viewed by others.
 4. Employees are expected to communicate in a professional manner that will reflect positively on themselves and Dodge County. Employees should be aware that their communications may be perceived by recipients as expression of official County policy and should conduct themselves accordingly.
 5. The Information Technology department archives all email/voicemail messages.
 6. Employees using e-mail/voicemail should delete unwanted messages or files immediately in order to preserve disk storage space.
- I. Personal Use of Network and Computer
1. Personal use of Internet access, when provided, is permitted upon prior authorization from the user's Department Head/Supervisor. Personal use will be permitted during personal time provided that the accessed sites are at no cost to Dodge County and with the understanding that any activity may be subject to review by Dodge County.

2. The use of Dodge County computer resources constitutes a waiver of any right to privacy concerning such use, including any personal communications using the Dodge County resources.
- J. Mass Communications
1. A mass communication is defined as a message that is sent to a large number of recipients simultaneously with the primary goal to reach a broad audience with a single communication (ie: email, text, chat.) using Dodge County's information technology systems.
 2. Employees may send mass communications on behalf of Dodge County using the County's information technology systems, subject to the following requirements:
 - i. Must be trained on this policy as well as email best practices including but not limited to: professionalism, compliance with laws and respect for recipients' preferences.
 - ii. Authorized users must not engage in unacceptable use of electronic resources including widespread dissemination of unauthorized communications (e.g., mass mailings, spam, email chain letters, inaccurate or misleading information, harassing or discriminatory information)
 - iii. Mass communications, intended for a large segment of Dodge County, must be sent to the County Administrator and Human Resources Director first, to determine whether the communication is appropriate for mass distribution.

III. GUIDELINES

- A. Any use of Dodge County's computer network and information systems and devices by an employee constitutes a waiver of any right to privacy concerning such use, including any personal communications using Dodge County resources. Dodge County reserves the right and may exercise the right to review, audit, intercept and disclose all communications on the Dodge County network at any time without prior notice to employees.
- B. Prohibited Activities
1. Dodge County employees are responsible for preserving the integrity of Dodge County's computer network and computer systems and agree not to interfere with or disrupt Dodge County's computer network, other network users, services, programs, software, or equipment.
 2. Interference or disruption with the Dodge County network, other network users, services software or equipment may include, but are not limited to the following:
 - i. the use of the Dodge County system and/or networks to gain unauthorized access to remote systems;
 - ii. use of the Dodge County system to copy unauthorized system files or copyrighted material, such as third-party software;
 - iii. intentional attempts to "crash" the Dodge County network systems or program, attempting to secure unauthorized higher level privileges on the networked systems;
 - iv. the willful or negligent introduction of computer viruses/malware or destructive programs that could adversely affect the Dodge County network
 - v. sharing or displaying User ID's and password information;
 - vi. deleting, examining, modifying, moving files or work product belonging to other users without their prior consent;

- vii. using the network or any of its authorized software for personal gain or solicitation, to harass or threaten others; to send junk mail, solicitations for the sale or purchase of items (i.e. non-County supported fundraisers) or "for-profit" messages.
3. It is also against Dodge County policy for an employee to engage in the following conduct on the Dodge County network:
- i. to use the network for unlawful activities,
 - ii. to use abusive or obscene language in any messages transmitted on the network, including any internal or external E-mail messages and Internet communications,
 - iii. to use computer resources with the intention of accessing, viewing, storing, or distributing obscene or pornographic material except when authorized in performance of official law enforcement investigation of a formal complaint,
 - iv. to use computer resources to visit any site or to transmit or store any document which is contrary to the County's interests, policies or work rules (e.g. sites that deal with gambling, sites which promote racism and racial hatred, sites which promote discrimination in any form, documents containing sexually explicit messages or cartoons, documents containing ethnic or racial slurs, etc.),
 - v. to use computer resources to harass or threaten any person, or to invade the privacy of any person in any way,
 - vi. to use computer resources for political or commercial purposes, advancement of individual views or needs, or for personal gain,
 - vii. to use computer resources in support of any organization or group without authorization from the Department Head/Supervisor,
 - viii. to subscribe to mailing lists, bulletin boards, chat groups, commercial on-line services or other information related services without authorization from the Department Head/Supervisor for a work related purpose,
 - ix. to engage in behavior on the network that is prohibited under the Dodge County Personnel Policies, including but not limited to harassment, or
 - x. to engage in any other conduct that could cause congestion and disruption of Dodge County's networks and systems.
- C. An employee's failure to follow provisions of this policy may result in disciplinary action, up to and including termination.
- D. Compliance with Laws
- Dodge County employees will be responsible for respecting and adhering to local, state and federal laws in conducting their work on Dodge County's computer networks. Any attempt or actual violation of those laws through the use of the network may result in prosecution of or litigation against the offender by the proper authorities. If such an event should occur, Dodge County Administration will fully cooperate with the appropriate authorities to provide any information necessary to assist the relevant law enforcement authorities during the investigation process.

IV. PROCEDURE

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