

# YAMHILL COUNTY

## Policy and Procedure Manual

### Section 4

Subject: **Employee Use of County Computers  
(Including Internet)<sup>1</sup>**

Board Order 99-350  
Effective May 27, 1999

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1. **GENERAL**

a. The purpose of this board order is to establish the guidelines and overall use of Yamhill County computers.

2. **USE POLICY**

a. Use of county computers for personal financial gain is prohibited.

b. Except as provided in subsection c., county computers may be used only in the conduct of county business.

c. Other personal use not prohibited by this policy.

(1) Unless otherwise provided in the policy governing use of county computers for e-mail, use of county computers for personal reasons which do not relate to personal financial gain may be allowed by a department head on an occasional, infrequent basis during off-hours only. Before using a county computer for personal reasons, including computer games, a user other than an elected official must obtain the express approval of the department head. Permission to use county computers under this subsection may be revoked by the department head at any time.

(2) When the department head has authorized personal use of a county computer, the computer may be used only during non-work hours. "Non-work hours" includes time on work breaks.

d. No employee shall obligate the county to any subscription services (Internet, etc.) or incur any long distance phone charges on county-paid phone lines for modem connections without approval from the department head.

e. County computers may be used only by county employees or other users authorized by the department head.

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<sup>1</sup>This policy is Exhibit "A", "Policy on County Computers (Including Internet Usage)", Board Order 99-350 which addresses county policy relating to employee use of computers, telephones, and e-mail.



3. **DEPARTMENT COMPUTER COORDINATOR**

- a. Each department head will appoint a department computer coordinator.
- b. The computer coordinator will be the liaison between the department and Information Systems Department.

4. **COUNTY-AUTHORIZED SOFTWARE AND HARDWARE**

a. It is the policy of the county that no unauthorized software or hardware shall reside on county computers. Only the department head, in consultation with Information Systems, may authorize hardware or software to reside on county computers. Unauthorized hardware or software will be removed by Information Systems.

b. It is the policy of the county that any commercial software residing on a county computer shall be purchased through an authorized vendor or otherwise lawfully obtained. The software license and transfer media (i.e., tape or disk) shall be stored in a secure location and available for inspection by Information Systems.

c. Copying of licensed county software. (See Section 7, below).

5. **STANDARD SOFTWARE AND HARDWARE**

a. Standard software is that software common to all county computers which is authorized by the department head in consultation with Information Systems. An inventory of standard hardware is maintained by Information Systems.

b. Standard hardware is that hardware which is authorized by the department head in consultation with Information Systems. An inventory of standard hardware is maintained by Information Systems.

6. **REQUEST FOR NON-STANDARD SOFTWARE AND HARDWARE**

a. Any request for non-standard hardware or software to be installed on a county computer shall generally be directed for approval by the department head through the department computer coordinator to the Information Systems department. However, the intent of this policy is that non-standard hardware or software that relates specifically to a governmental function of a department is at the discretion of the department head in consultation with the network manager and/or the Information Systems department. In the event of a disagreement between the department head and the Information Systems manager, the board of commissioners shall resolve the dispute.

b. Information Systems will inform department computer coordinators of any county-wide hardware or software changes.

7. **COPYING COUNTY-OWNED SOFTWARE; DOWNLOADING SOFTWARE**

a. Except as otherwise allowed under the software license, and except for backup/archival purposes as determined by Information Systems, software owned by the county or installed on county computers is covered under the copyright laws and shall not be copied, duplicated or installed on any other computer. This includes the software and manuals.

b. No software may be down-loaded on a county computer without the approval of the department head in consultation with Information Systems.

c. No employee shall tamper with data, knowingly enter false information, or commit sabotage on a county computer.

8. **MAINTENANCE**

a. Department maintenance.

(1) Certain software maintenance functions need to be carried out on an on-going basis. Each department shall establish a schedule for the following maintenance functions to be carried out:

A. Data-file Backups.

(i) Data files are those files created by the user, e.g., memos, letters, drawings, etc. Data-file backups normally shall be done at least twice monthly, but may be done on a less frequent schedule with approval of Information Systems. Specific guidelines on how to backup the hard drive shall be established and kept in Information Systems. All “network resident” files will be backed up by Information Systems.

(ii) A log of all backups shall be maintained by the individual user. Two separate sets of backup tapes labeled A & B shall be used on an alternate basis. Each set label and backup date shall be included in the log. A log of all network backups will be maintained by Information Systems.

B. Recovery of Deleted Files. Contact Information Systems to restore backed-up data files.

C. Virus Checks.

(i) A computer virus is a program designed to place itself into a system by infecting the boot sector or an executable file. The virus check should be run on all storage media (diskettes, etc.) containing data created from another computer. Should a virus be detected, notify Information Systems immediately.

D. Cleaning. Routine cleaning shall be done on a periodic basis to be

established by Information Systems.

b. Outside Maintenance. Promptly notify Information Systems of any hardware or software problems. Information Systems will arrange for outside maintenance.

c. Exception. At the discretion of the department head, in consultation with Information Systems, a different maintenance schedule or methodology may be established in a department which has its own “network manager”. The division of duties and responsibilities between the department and Information Systems shall be clearly articulated and followed.

9. **SUPPLIES**

a. Routine supplies such as computer paper, disks, and screen cleaner are available through a network manager or Information Systems. Supplies not available on-site may be requested through Information Systems.

10. **INTERNET POLICY**

a. Internet as a Tool.

(1) The county encourages authorized employees to use Internet technologies as communications, business and research tools. These tools will allow employees to communicate with the public and other audiences, provide information about county systems and programs, and conduct business with the public. Internet provides access to a wide range of valid and valuable research tools and information. The county keeps a log of Internet use and that information as well as any e-mail on the system is considered a public record and as such is subject to disclosure to the public. (See County E-mail policy.)

(2) The purpose of the county’s Internet policy is to provide employees with guidelines for the appropriate use of Internet tools and technology. The policy covers the use of Internet technology for communications, as a tool for conducting the county’s business, as a web page publisher, and as a research tool and information resource.

b. Internet Policy.

(1) County employees’ use of county equipment and county-paid Internet access must be consistent with county policies, including record retention and public record requirements. County employees’ use must be consistent with all policies, standards or work rules established by the office in which they are employed. County employees’ use must comply with all service or contractual agreements with commercial Internet service providers.

(2) During business hours, the Internet shall be used for official business purposes only unless the employee is on a work or meal break authorized by the department head. This includes the remote use of county-sponsored Internet accounts. Use of the Internet for personal use is prohibited except during non-business hours on an occasional, infrequent basis with the specific permission of the department head or an elected official within the

department. County employees' use of Internet technologies must comply with any and all service or contractual agreements with commercial Internet service providers. County employees using the Internet must also apply accepted standards and uses as established by other County policies relating to the use of county resources and guidelines for acceptable practices. As explained below, under no circumstances may an employee use county equipment or a county Internet account to access pornographic materials.

c. Acceptable Use.

(1) Acceptable uses include, but are not limited to, communication or Internet activity that is in direct support of normal and accepted county programs. The following is a general list of county uses for Internet; it is not intended to be exhaustive.

(2) Communication with other federal, state, or local government agencies, their committees, boards, and/or commissions;

(3) Communication for professional development, to debate issues in a field or subfield of knowledge;

(4) The use of gophers or world wide webs to research work-related topics;

(5) Any other administrative communications or activities that are in direct support of normal and accepted county programs.

(6) The occasional, infrequent use of county-paid Internet access for personal use is allowed only if both of the following criteria are met:

A. The use occurs during non-business hours.

B. The employee has the specific permission of the department head or an elected official within the department.

d. Unacceptable Use of Internet.

(1) No county employee shall use county-paid Internet access to conduct personal business for private financial gain at any time.

(2) Except for purchase or sale of goods or services for county use when authorized by the department head, no county employee shall use county-paid Internet access to engage in any commerce, including the purchase or sale of any goods or services.

(3) Breach of Security. No county employee shall take any action to attempt to circumvent or reduce the security of the county's computer and network resources.

(4) Misuse of Service. No county employee shall take any action that renders the user's computer equipment unusable or that interferes with another county

employee's use of computer equipment and Internet access.

(5) **Illegal Use.** No county employee shall use county equipment or county-paid Internet access in the commission of an illegal act.

(6) **Commercial Endorsement:** Unless specifically authorized by the department head, no county employee shall use county equipment or county-paid Internet access in a manner that would constitute an endorsement of a specific commercial entity.

(7) **Political Activities.** Unless otherwise allowed under ORS 260.432 for elected officials, no county employee shall use county-paid Internet access to directly assist a campaign for election of any person to any office, or for the promotion of or opposition to any ballot measure. This prohibition shall not apply to the use of county computer or network resources for the development or delivery of an objective and fair presentation of facts relevant to a ballot measure as allowed by State law, provided that such use must be a part of the normal and regular conduct of the employee's developing or delivering the presentation of facts.

(8) No county employee shall visit or view pornographic Internet sites, download pornographic materials from the web, send or retrieve sexually explicit or offensive messages, cartoons or joke ethnic slurs, racial epithets, or any other statement or image that might be construed as harassment, disparagement, libel, or discrimination based on sex, race, sexual orientation, national origin, or religious or political beliefs.

e. A county employee's failure to comply with the county's Internet policy or related county policies are actions subject to discipline up to and including termination, subject to applicable collective bargaining agreement.

f. Any county employee who has county-paid Internet access is responsible for reading the county's Internet policy and signing a statement to the effect that s/he has read the policy, agrees to comply with all conditions of the policy, understands and accepts the rights and responsibilities related thereto. Offices are responsible for forwarding signed copies of the employee statements to the personnel officer for retention.

11. **E-MAIL**  
(See separate e-mail policy.)

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