Internet Service Policy

1. Purpose

The purpose of this policy shall be to set forth and encourage the proper use of any electronic communications facilities provided to the employees of Sangamon County. This policy shall also apply to any other organization(s) or individual(s) that is granted use of the facilities as the result of a written or oral inter-governmental or contractual agreement.

2. Definitions

a. County Information Network -- The network of computer and other electronic devices provided for the electronic transaction of County business and access to the Internet.

b. Electronic Mail -- A facility for the transmission of messages within or outside the County organization that relies on the electronic transmission or receipt of digital information.

c. Encryption Software -- Proprietary Software that changes information from its native state to an unrecognizable coded state which can only be returned to its native state with special software.

d. Global Communication Facility -- Any facility that allows the interactive transmission of data or voice to or from locations outside the County organization. This definition includes the INTERNET and other facilities accessed by **modem** attached to the Global Communication Facility.

e. Information Systems -- The Information Systems Department of the County.

3. Use

a. The County Board desires that use of these facilities shall be solely for the transaction of County business. Use of these facilities for personal purpose, unless specifically authorized by the County Administrator for training purposes shall be prohibited.

b. Use of these facilities for purposes which are illegal under existing Federal or State law shall be expressly prohibited.

c. The County Administrator, may, from time to time, establish guidelines, consistent with this policy, to ensure the effective and efficient use of these facilities. These guidelines may include, but are not limited to, limitations on time available and the global facilities that can be accessed.

d. Use of encryption software on non-county equipment used for county business must be specifically approved by the County Administrator prior to using such software for the storage, receipt or transmission of data.

e. The employee may encounter material that is offensive to them during the use of global communications facilities and the County Information Network. The County assumes no liability or responsibility for such material since the County has no control over the material placed on the global network.

4. Monitoring

a. The County Board office may direct Information Systems Department to monitor the use of the facilities if Internet access is being provided through the county Information Network versus the Global Communication Facility (phone/modem connection).

b. The County Board office may electronically monitor use of these facilities by viewing stored material on the County Information Network or any computer in use in County facilities; or by directly viewing activity on the screen as it occurs. Information Systems will provide assistance as needed.

5. Enforcement

a. The County Administrator shall report actual and/or suspected violations to the Elected Official or Appointed Department Head responsible for the employee.

b. If an employee violates the policy, the County Administrator may suspend and/or terminate the employee's access to the Global Communications Facility and the County Information Network.

c. Violation of this policy may result in disciplinary action pursuant to the Sangamon County Employee Policies.