

Ocean County Electronic Device and System Acceptable Use Policy

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Prepared By:

The Ocean County Computer Technology Utilization Committee

1. Mission

The Ocean County Board of Chosen Freeholders is committed to providing all County of Ocean employees with the most advanced technologies and equipment in order to provide quality services in the most cost effective manner. County Departments may supplement this Policy as needed or desired, so long as such supplements are consistent with the Policy and are approved by the Ocean County Computer Technology Utilization Committee ("CTUC").

2. Scope

This policy applies to all County Departments, County Employees, contractors, consultants, temporary workers, and others who develop, operate and/or administer information systems and resources for systems.

3. Consent

By accessing any of the County's electronic devices and/or information technology systems the user consents to the County's policies, including Department-specific policies, regarding their use.

4. Definitions

As used in this policy, unless the context clearly requires a different meaning, the following words shall have the meaning indicated:

- Access - means the ability to receive, use, view and manipulate data and operate controls of electronic devices and/or information technology systems that are the property of Ocean County.
- County-provided - means electronic devices, systems and/or access provided by the County.
- County Systems - interconnected computers that share a central storage system and various peripheral devices such as a desktops computers, servers, printers, scanners, or routers.
- Electronic Communication - shall include, but is not limited to, any electronic mail (e-mail), text messages, Internet Web forums, Instant Messaging (IM), Internet chat rooms and FAX. Electronic communication may utilize the written word, symbol, image, video or audio file.
- Electronic Devices and/or Information Technology Systems - shall include, but are not limited to, computers, tablets, laptops, iPad, cellular phones, Blackberry, Smartphone, PDA, Aircard, digital cameras, digital hardware and software and peripheral electronic devices.
- Sexually Explicit Content - means content having as a primary theme (i) any lascivious description of or (ii) any lascivious picture, photograph, drawing,

State laws, regulations and policies prohibiting discrimination, harassment, hostile environments, violence, and sexual harassment in the workplace apply to an employee's access or use of County information technology systems. The County also requires adherence to the Local Government Ethics when using the Internet. Users must comply with all State and Federal laws and regulations applicable to the Internet. Users also must adhere to any conditions or restrictions on Internet access and use put in place by the Department where they work or where they are authorized to use the County's equipment, systems or networks.

B. Examples of Impermissible Use

The following are examples of impermissible uses of the County information technology systems. This list is not intended to be exhaustive or exclusive.

Employee may not:

- Use County property for anything other than County work related purposes;
- Use encryption software on County systems;
- Conduct personal, for-profit business activity;
- Violate any local, state, or federal law;
- Violate County or Departmental regulations or policies;
- Transmit or possess defamatory, knowingly false or misleading, abusive, profane, sexually explicit or pornographic, threatening, racially offensive, or otherwise biased, discriminatory or illegal material;
- Transmit or post Department information without management approval;
- Gain or attempt to gain unauthorized access to any computer, computer records, data, databases or electronically stored information;
- Use County property to access, transmit, copy, convey information in violation of an executed County or Department non-disclosure agreement.

8. Social Media and Networking

A. County Social Media and Networking

Social media can help the County fulfill its mission and goals, and support professional development. However, usage comes with security and reputational risks. If social media access is approved by CTUC, Employees must adhere to the following acceptable use guidelines:

- Only employees who are specifically authorized shall be permitted to have access to County Social Media websites;
- When feasible, block or ban unnecessary functionality within social media web sites, such as instant messaging (IM) or file exchange, that allow unsecure transfer of data and links;
- Employees are prohibited from accessing links within a social network, such as a "friends" site, that serve no work-related purpose, and ensure workers know that they are not to click unfamiliar or non-work related links on social media sites;
- Monitor social media content for sexually harassing, racist or other inappropriate content.

B. Employee Social Media and Networking

While the County recognizes that Employees have a Federal and State Constitutional First Amendment right to engage in protected speech outside of their

12. Review Monitoring and Audit

The County may add security and other tracking technology to any electronic device issued by it and any and all usage of electronic devices are subject to management review, monitoring and audit by the County.

13. Responsibilities

A. Employee

Employees shall review and follow this Policy. Employees shall report any misuse or Policy violation.

B. Department

Each Department shall furnish employees and approved users granted access to County systems with copies of this Policy, and provide all new employees and other users with copies of this policy concurrent with authorizing them to use County computers and electronic devices.

14. Discipline

Employees may be disciplined for violations of this policy or of any standards or guidelines referenced may be subject to discipline, including termination of employment, the initiation of civil action, or criminal prosecution.

EMPLOYEE ACKNOWLEDGMENT OF POLICY

I, _____, have read and understand the above content, requirements, and expectations of the **Ocean County Computer Network, Internet Usage, Social Media, Electronic Device and Electronic Communication Policy**. I agree to all the terms and conditions outline in this Policy and I am aware that any violation of this Policy may result in disciplinary actions.

Employee Signature

Date