

COMPUTER USE

DEFINITIONS

“Device(s)” includes, any County owned/operated desktop computer, laptop, tablet, server, phone/cell phone or associated equipment used in performing County day-to-day operations.

“User(s)” means any Cass County employee(s) authorized to use a County device.

“Programs” or “Applications” includes ~~computer~~ software designed to be installed/operated on a device.

“Removable Media” includes any disks, flash drives, CDs, DVDs, or other forms of data storage that can be used to transport files.

“Copyright” includes programs, data and any other material that is subject to licensing/copyright laws.

“Offensive” includes, but is not limited to any material containing pornography, obscenity, hate speech/literature, discriminatory remarks, abusive/sexually explicit language, or any other content that is likely to be upsetting, insulting, or objectionable to some or most people.

OBJECTIVE

This policy governs the use of devices and equipment owned and operated by Cass County employees to conduct county business. Its purpose is to ~~and~~ provides appropriate standards for users to follow while operating all devices.

PRINCIPLE

Devices are provided to users as tools to enhance their productivity by assisting in the performance of their work.

GOVERNED USERS

All County employees including those at the Administration Building, Sheriff’s Department, Animal Control, Maintenance Department, Law and Courts Building, and those who may be Telecommuting.

ESTABLISHING ACCESS

Prior to user’s start date the elected official or department head will provide IS Department with the new user’s information as well as required access to network resources, email access, building accessibility, necessary applications, and shared accounts. During employee orientation the new user will be provided with their email and network log in credentials.

POLICY

Users must comply with all applicable laws, regulations, and must respect the legal protection provided by copyright and licenses with respect to both applications and data.

No user shall install programs on any County owned device without prior authorization from the department head and assistance from the IS Department.

No user shall transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation, or would likely be offensive to the recipient of the communication.

Users are responsible for all email communications under their account and have the responsibility to make only those contacts leading to justifiable work-related purposes. Personal business should not be conducted with your username@cassco.org email account.

Users shall not allow any other employee or individual to utilize their account login credentials for devices or programs.

Users shall keep account passwords private and secured. Passwords are to be changed according to acceptable security protocols. Passwords are not to be written down or be easily accessible to others.

Data and files created on Cass County owned devices are the property of Cass County and shall not be altered, deleted, copied, or shared without appropriate authorization.

Users will not use unapproved removable media on a County owned device.

Games, gambling, social media, and streaming movies are prohibited on any County owned device with exception to departments that use it for official County business.

Users are responsible for immediately reporting anything that could compromise the security or integrity of Cass County devices or data. This may include but is not limited to potential virus/malicious software, suspicious activity, or phishing attempts.

PRIVACY / MONITORING

There is no guarantee of privacy in using any County owned device or application, including email communication. The elected official or department head reserves the right to examine all information collected, created and/or generated as a result of using any computers, files, messages, printouts, removable media, or any other material in order to monitor users' compliance with this policy.

DISCIPLINARY ACTIONS

Failure to comply with this policy and procedure may result in any or all of the following actions being taken against the user:

- Restriction placed on user's computer limiting access and/or function.
- Payment of compensation for the destruction or misuse of Cass County resources.
- Action leading to the employee's suspension and/or termination.
- Prosecution according to the law.

*If an employee is unsure about what constitutes acceptable Computer Usage, they should ask their Elected Official or Department Head for further guidance and clarification.

Adopted: March 11, 1999

Amended: June 18, 2020