

## **INTERNET USAGE**

### **DEFINITIONS**

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

“Internet” or “World Wide Web”. The global network providing information and communication facilities, consisting of interconnected networks using standardized communication protocols.

“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**

To provide appropriate standards for access to the Internet using Cass County facilities and devices.

### **PRINCIPLE**

Access to the Internet is essential for users to perform their job and is provided for onsite workers.

### **NATURE OF THE INTERNET**

The Internet is a collection of information produced by a wide range of people and organizations. As a result, Cass County is not responsible for the content of materials on the Internet. Nor does Cass County guarantee that any information obtained through the Internet will be accurate, correct, authoritative, complete, or safe. Because Cass County cannot control what is on the Internet, users access it at their own risk. It is the responsibility of the users to determine that the information accessed is reliable and meets their needs. Users are also responsible to ensure that the content they are accessing is safe and will not cause harm to Cass County devices or threaten data integrity.

### **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**

All onsite devices are connected to the internet. Users who have been authorized to access these devices have access to the internet. The user is responsible for providing their own Internet access if Telecommuting.

### **POLICY**

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

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 shall not engage in online forums, newsgroups, ~~list servers~~, or chat rooms that have no bearing on work-related purposes.

No user, except, those authorized to make purchases, shall use the Internet for any type of committal, contractual, or financial transaction involving Cass County.

Users shall use the Internet for County business only. The County is not responsible for any loss of information or any consequential loss of personal property.

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 program while accessing the Internet, this includes 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.

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

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

**Adopted: May 14, 1998**

**Amended: June 18, 2020**