



Summit County Computer and Telecommunication Usage Policy

Policy

The below topics are listed to identify specific expectations for Summit County Employees when utilizing Summit County owned devices and applications. These expectations are set to ensure County devices and information are safe guarded and used appropriately. Deviation from these expectations may result in disciplinary action up to and including discharge from employment and/or legal action.

County Computers

Computers are expensive and valuable resources and are to be used *ONLY* for county business. Any use of county computers for other than *Official Business* will be considered misconduct and will be subject to discipline. Only devices approved by the Summit County Office of Information Technology are permitted to connect to the Summit County network.

Computer usage guidelines includes but are not limited to:

- Copying of programs or data for personal use is strictly prohibited.
- Only software and hardware approved and installed by the OIT staff may be added to county owned computers.
- Under no circumstances are any unauthorized files or software to be installed, downloaded, or copied to computers.
- Employees are to report malfunctioning equipment or software to the OIT Support Desk through the ServiceNow portal or by calling 330-643-2013.
- Managers/Supervisors are to notify OIT of any pending employee moves, additions, or changes. **(A minimum of five business days' notice is required for any additions or changes and a minimum of 48 hours' notice for equipment moves.)**
- Employees are prohibited from playing games on any county computers at any time.
- Cell Phones are not to be charged or plugged into a County issued computer for any reason.

Passwords

Password Rules

- Computer and software passwords are CONFIDENTIAL and it is the system user's responsibility to ensure that passwords are never shared, left unprotected or unsecured. System users will be held accountable for all processing done with their password.
- Passwords are not to be displayed on or near the monitor (i.e. no post-it notes or any notes). Also, do not keep your password in a desk drawer or in a notebook, which is available to the public.

Windows Logon Password Complexity

- The minimum length for a Windows log on password is **no less than 15** characters that include at least one capital letter, one lowercase letter, a number, and a symbol. At no time will a person or department/unit name be part of the password. It is also suggested to stay away from using family member names and birth months as these can readily be thought of by anyone unauthorized trying to access your computer.

Multifactor Authentication (MFA)

- Summit County will enable the use of MFA for system logons. This does not replace the use of logon passwords. MFA simply works in conjunction with logon passwords. It is the



responsibility of system users to ensure that MFA tokens are accounted for, MFA passcodes are kept secure, and MFA is used whenever prompted by systems.

E-Mail

- All E-Mail correspondence is the property of Summit County and is for business purposes only.
- Employee E-Mail communications are not considered private regardless of any such designation by either the sender or recipient.
- The County retains the right to access transmitted and stored communications.
- Employees are prohibited from sharing an E-Mail password, providing access to an unauthorized user, or accessing another user's E-Mail without authorization.
- Offensive, demeaning, harassing, threatening or disruptive messages are prohibited. This includes but is not limited to any messages which are inconsistent with the county's policies concerning any unlawful workplace harassment or discrimination.

Internet

The county's Network System, including the Internet, is to be used for business-related Purposes only and not for personal use. Any unauthorized use of the Internet is strictly prohibited.

Unauthorized use includes, but is not limited to:

- Connecting, posting, or downloading pornographic material.
- Connecting, posting, downloading or any offensive, demeaning, harassing, threatening or disruptive messages that are inconsistent with the county's policies concerning unlawful workplace harassment or discrimination.
- Engaging in computer "hacking" or other related activities.
- Attempting to disable or compromise the security of information contained in the system.
- Routinely using the county computer for personal use.

Employees shall not establish any Internet or other external network connections that would allow unauthorized persons to access the county's system and information.

Virtual Private Network (VPN)

Summit County's VPN establishes a digital connection between a computer and a remote server owned by Summit County. It creates a tunnel to Summit County's data while working from a remote location. Use of the VPN service is only permitted while conducting Summit County business, and only devices authorized by the Summit County Office of Information Technology may utilize Summit County's VPN. For users traveling to conduct County Business outside of the USA and Canadian territories refer to the Summit County Office of Information Technology's International Travel Remote Access Policy.

Users authorized to utilize Summit County's VPN service will not share their logon credentials with any other person.



Internet, E-Mail & Online Services

Internet, electronic mail (hereinafter e-mail), and online service use can increase the productivity of Summit County Employees. As is true with all Summit County resources available to employees, there is a potential for misuse or abuse. Employees of Summit County must be held accountable for their use and misuse of resources, which includes, but is not limited to, Internet, e-mail, and online services access.

The availability of Internet, e-mail, and online services is for business purposes. The following uses are strictly prohibited; any use that interferes with normal business activities, use that involve solicitations, any uses in connection with a business activity that operates for profit, or any use that could possibly bring embarrassment or harm to Summit County. Employees of Summit County shall not use the Internet, e-mail, and online services for the purposes of operating a business for personal gain, sending chain letters, or soliciting money for religious or political organizations or causes, or for any reasons unrelated to the business of Summit County.

Summit County employees shall not use the Internet, e-mail, or online services in a manner that would violate any federal, state, or local laws. Summit County employees shall not use the Internet, e-mail, or online services to transmit, download, or print obscene, pornographic, threatening, or racially, sexually, or religiously harassing materials. Summit County employees shall not distribute or print copyrighted materials, which include articles and software, in violation of the copyright laws.

Summit County employees shall not use the Internet, e-mail, or online services to violate the privacy rights of the agency, other employees, or clients of Summit County Offices. No Summit County employee shall provide access to confidential information through the Internet, e-mail, or online services. The transmission of confidential information through the Internet, e-mail, or online services shall only be in accord with the current procedures and regulations. No employee shall use the Internet, e-mail, or online service of any other employee. All employees of Summit County shall use all reasonable safeguards when using the Internet, e-mail, or online services to avoid the mistaken distribution of another's information.

All Summit County employees are hereby put on notice that all Internet browsers furnish a trail to trace all sites visited on the Internet.

Telephone/Cellphone

The county's Telecommunications System is to be used for business-related reasons; however, it is understood that on occasion it is necessary to use the system for personal reasons. In those instances, employees are expected to apply good judgment when using the system.

Misuse of telecommunications equipment including making excessive telephone calls on county time and/or charging non-business-related long-distance calls to the county is strictly prohibited. Any employee who charges non-business-related long-distance calls to the county will be subject to disciplinary and/or legal action or both.

Under no circumstance should employees use the county's Telecommunications System for personal business reasons (i.e. any activity undertaken for profit or gain) which includes circulating their telephone number for personal business use.



Office of Information Technology

All county smartphones and tablets will be enrolled in the county's Mobile Device Management software solution. This software allows OIT to automate, control, and secure administrative policies on these devices. It assists OIT in configuring devices so only approved applications can be installed.

I have read, understand, and agree to abide by the information contained in the Summit County Computer and Telecommunications Usage Policy. I am aware that failure to abide by said policy may subject me to disciplinary action up to and including discharge from employment and/or legal action.

Employee Acknowledgment

Date