



# BOISE COUNTY

## RESOLUTION #2013-1

### A BOISE COUNTY RESOLUTION ADOPTING THE BOISE COUNTY INFORMATION SYSTEMS POLICY

**WHEREAS**, the Boise County Technology Committee has drafted the Boise County Information Systems Policy, to update and replace the Boise County Administrative Policy on use of Information Technology Systems; and

**WHEREAS**, diligent review and discussion of the new policy has been held by the Technology Committee and they recommend said policy to the Board of County Commissioners; and

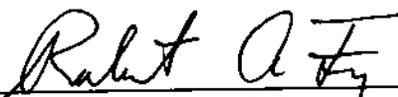
**WHEREAS**, diligent review and discussion of the new policy has been held by the Board of County Commissioners; and

**NOW THEREFORE BE IT RESOLVED** that the Boise County Board of Commissioners does hereby rescind Boise County Resolution 99-15 dated March 22<sup>nd</sup>, 1999, known as the Boise County Administrative Policy on use of Information Technology Systems.

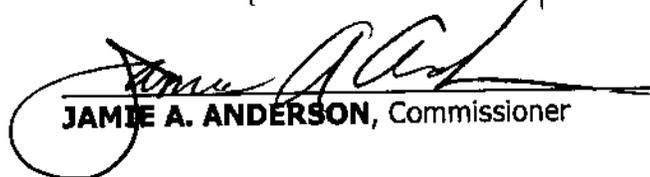
**IT IS FURTHER RESOLVED** that Boise County Resolution #2013-1 be known as the Boise County Information Systems Policy is effective as of October 22<sup>nd</sup>, 2012.

**APPROVED** and **ADOPTED** in Open Session on the 8<sup>th</sup> day of October, 2012.

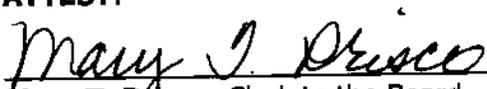
#### BOISE COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
**ROBERT A. FRY**, Chairman

  
\_\_\_\_\_  
**TERRY C. DAY**, Commissioner

  
\_\_\_\_\_  
**JAMIE A. ANDERSON**, Commissioner

**ATTEST:**

  
\_\_\_\_\_  
**Mary T. Prisco**, Clerk to the Board

# Boise County Information Systems Policy

1. Boise County documents, images, e-mail messages, facsimile messages, audio and video conferencing, computer systems, Internet and voice mail systems are the property of Boise County.
2. These systems are in place to facilitate your ability to efficiently and productively perform your job. To that end, these systems are solely for business purposes. Only "incidental personal use\*" (see below) that does not interfere with work or consume County resources will be allowed.
3. Boise County reserves the right to intercept, monitor, copy, review and download any communications or files you create or maintain on these systems, at any time, with or without prior notice to you. Electronic communication is considered to be a public record and may be subject to public disclosure in accordance with applicable law.
4. Software: Boise County purchases and licenses the use of various computer software programs for business purposes. Boise County does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Boise County does not have the right to reproduce such software for use on more than one computer. Employees may only use the software on local area networks or on multiple machines according to the software license agreement. Illegal duplication of software and its related documentation for personal use is also prohibited.
5. Security Audit: Security audits will be performed randomly throughout the year. Up to four workstations may be randomly drawn each month to verify security standards are current. If your system is randomly selected for an audit, the following is an example of what may be audited:
  - a. Anti-virus status Running processes
  - b. Windows service pack/patches Password security
  - c. Installed software Browsing history
6. E-mail and Internet Access: Access is provided by Boise County to enhance communications and provide access to work related information and technology. Consequently, employees should always ensure that the business information contained in e-mail messages and other transmissions is legal, accurate, appropriate, and ethical. The following are examples of prohibited uses of e-mail and Internet systems:
  - a. Sending or posting discriminatory, harassing, or threatening messages or images.
  - b. Using Boise County time and resources for personal gain.
  - c. Stealing, using or disclosing someone else's password without authorization.
  - d. County employees shall not enter into contractual agreements via the Internet or make statements on the Internet that may be interpreted as contractual without specific authorization from the Board of County Commissioners.
  - e. Unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material.
  - f. Engaging in unauthorized transactions that may incur as a cost to the County or initiate unwanted Internet or e-mail traffic and transmissions.

- g. Sending or posting messages or material that could damage the image or reputation of Boise County.
- h. Participation in the viewing or exchange of pornography or obscene materials.
- i. Sending or posting messages that defame or slander other individuals.
- j. Attempting to break into the computer system of another organization or person.
- k. Attempting to access County files and/or computers that you have not been granted access to.
- l. Refusing to cooperate with a security investigation.
- m. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- n. Using the Internet for political causes or activities, religious activities, or any sort of gambling.
- o. Jeopardizing the security of the County's electronic communications systems.
- p. Passing off personal views as representing those of Boise County.
- q. Sending anonymous e-mail messages.
- r. Unauthorized participation in chat rooms or social networking sites.
- s. Logging on or using another employee's computer without authorization.
- t. Engaging in any other illegal activities

7. **Social Networking Access:** Social networking can take many different forms, including internet forums, blogs, online profiles, chat rooms, and instant messaging to name just a few. Examples of social media applications are LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, Yelp, Flickr, Second Life, Wordpress, ZoomInfo, etc. Use of personal social networking sites for business purposes must be approved by Boise County Elected Officials or Department Heads. Employees should never use their county e-mail account or password in conjunction with a personal social networking site. If you are posting to personal networking sites and are speaking about job related content or about Boise County, identify yourself as a Boise County employee and use a disclaimer and make it clear that these views are not reflective of the views of Boise County. *"The opinions expressed on this site are my own and do not necessarily represent the views of Boise County."* Boise County may monitor employee online conduct for compliance with these information system policies.

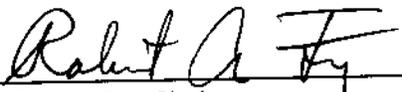
8. All supervisors within the Boise County departments are responsible for ensuring that their employees are aware of the policies and procedures and adhere to them. Users will be accountable for activity performed under their log-in passwords. All individual password protected documents shall have the password removed upon request by the Elected Official or Department Head or prior to separation of employment with Boise County. The Elected Official or Department Head is responsible to notify the County Information Technology Provider when an authorized user begins, changes or ends employment with Boise County.

9. Your consent to and compliance with these information system policies is a term and condition of your employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing, and downloading any communications or files is grounds for discipline, up to and including termination.

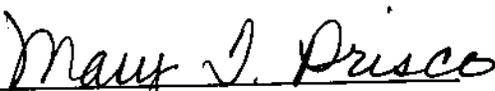
10. The recommended review frequency for this policy is every year. The review will be conducted by the Boise County Technology Committee and any revisions or recommendations must be adopted by the Board of County Commissioners.

\*Personal Use: As indicated in this policy, computers, Internet access and e-mail are provided primarily for work related activities. However, occasional personal use may be permitted on a limited basis within the guidelines established by the Elected Official or The Elected Official or Department Head provided that such use does not result in a cost to or significantly interfere with Boise County's business operations, availability of resources, business use or the employee's job performance.

Approved this the 8<sup>th</sup> day of October, 2012.

  
Robert A. Fry, Chairman

Attest:

  
Mary T. Prisco, Clerk to the Board

**AGREEMENT**

All Boise County employees granted Internet access will be provided with a written copy of this policy and are required to sign the following statement:

"I have received a written copy of the Boise County's Internet Usage Policy & Procedures. I fully understand the terms of the policy and procedures. I agree to abide by them. I realize that Boise County reserves the right to review files, including e-mail and inspect its computer resources. I do not have any expectation of privacy as to my Internet usage. I know any violation of this policy could lead to dismissal or even criminal prosecution."

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date