

**Board of County Commissioners
Leon County, Florida**

Policy No. 01-01

Title: E-mail/Internet Use
Dated Adopted: ~~January 9, 2001~~ September 2, 2008
Effective Date: ~~January 9, 2001~~ September 2, 2008
Reference: N/A
Policy Superseded: ~~N/A-Policy No. 01-01, "E-mail/Internet Use," adopted January 9, 2001~~

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 01-01, adopted by the Board of County Commissioners on January 9, 2001, be revised and amended, to-wit:

A. —
I. E-mail and Internet Usage Policy Statement.

The purpose of this Policy is to set forth the policies and procedures with respect to E-mail and Internet usage and to give specific and general authority to the Management Information Systems (MIS) Division with regard thereto. This policy is designed to protect the County, its employees and its resources from the risks associated with usage of the Internet and the worldwide web use of e-mail and Internet. To ensure that resources are available for work related purposes, the goals of this Policy are to outline appropriate and inappropriate use of County Internet resources and the County computer system including the use of browsers, electronic mail, instant messaging, file uploads and downloads, and voice communication. The provisions of this Policy are applicable to the County, its elected officials, officers, employees and all users of the County computer system. Therefore, e-mail and Internet are to be used to facilitate County business and only highly limited, reasonable personal use is permitted. Employees are permitted to briefly visit other non-sensitive Internet sites during non-work time, such as break, lunch, and before and after work hours (with prior permission of his or her supervisor).

II. Prohibited Uses.

The County's e-mail or Internet access systems shall not may NEVER be used in any of the following ways:

1. To harass, intimidate, or threaten another person.
2. To access or distribute obscene, abusive, libelous, or defamatory material.
3. To reproduce or distribute copyrighted materials that are not authorized for reproduction or distribution reproduction/ distribution.
4. To impersonate another user or mislead a recipient about one's your identity.
5. To access another person's e-mail, if not specifically authorized to do so.
6. To bypass the systems' security mechanisms.

7. To distribute chain letters.
- ~~8. To participate in political or religious debate.~~
- ~~9. To automatically forward messages (e.g., with mailbox rules) to Internet e-mails addresses.~~
8. To communicate the County's official position on any matter, unless specifically authorized to make such statements on behalf of the County.
9. For any purpose which is illegal, against County policy, or contrary to the County's best interests.
10. To pursue an individual's private business interests that are unrelated to the County.
11. To conduct any type of non-County approved ~~personal~~ solicitation.

~~B. The County has not forbidden all personal use of e-mail. Acceptable uses of e-mail can be compared to those involving the telephone: the communication must be brief, must not interfere with work, must not subject the County to additional costs, and must be consistent with the requirements set forth in this Internet and E-mail policy.~~

III. Permissible Uses.

Electronic mail and the Internet are to be used primarily to facilitate County or Constitutional Officer business. However, not all personal use of e-mail and the Internet is forbidden. Reasonable personal use is permitted consistent with the provisions of this section. Non-County/Constitutional Officer business related e-mail and Internet usage is permitted provided such use is brief, does not interfere with work, does not subject the County to any additional costs, and is otherwise consistent with requirements set forth in this Policy. With prior permission of his or her supervisor, employees are permitted to briefly visit non-inappropriate Internet sites during non-work time, such as break, lunch, and before or after work hours.

~~C.~~

IV. Privacy

No guarantee can be made for the privacy of any communication on the network,; however, authorized system administrators may access private correspondence and files if use, is believed to be in violation of this policy. Computer passwords are for security purposes only and are no guarantee of the privacy or confidentiality of any user's utilization of the County computer system.

V. Logged and Blocked Access to Non-Work Related Internet Usage.

As a result of potential negative impact to network services, the MIS Division shall have the discretionary authority, as set forth herein, to audit, inspect, and/or log network resource utilization and block non-work related Internet access, consistent with this section.

The County maintains the right to utilize software that makes it possible to identify and/or block access to Internet sites containing sexually explicit or other material deemed inappropriate for the workplace and log any and all aspects of its computer systems and network. Users who must access blocked sites for work related purposes shall provide the MIS Division with prior written approval by the County Administrator, County Attorney or Constitutional Officer.

Direct monitoring of Internet and e-mail usage of any user of the system may only be conducted when a supervisor or County official has reasonable suspicion to believe that the user has violated this Policy. For purposes of this Policy, a reasonable suspicion exists when such suspicion is based upon specific, objective facts derived from surrounding circumstances from which it is reasonable to infer or believe that a violation of this Policy has occurred and further investigation is warranted, provided that no such monitoring may be permitted, whenever reasonably possible, unless two persons (one of which shall be in a supervisory capacity) corroborate the facts supporting the reasonable suspicion and document same in writing. Written documentation supporting a belief that reasonable suspicion exists to believe that a user of the system has or is violating the provisions of this Policy shall be reviewed by the Department of Human Resources and the Office of the County Attorney or the appropriate Constitutional Officer for legal sufficiency prior to authorization being granted to the MIS Division to access, investigate, and directly monitor such user's network resource utilization of the County computer system.

~~D. Adherence to this policy is neither voluntary nor optional. Violation of this policy is grounds for disciplinary action up to, and including, termination of employment.~~

VI. Violation of Policy:

Any County employee found to be in violation of any provision of this Policy shall be subject to disciplinary action up to and including dismissal, civil and criminal liability. Violation of this Policy by employees of Constitutional Officers who are users of the County computer system shall, in addition to above, be referred to their respective Constitutional Officer. Users of the County computer system found to be in violation of this Policy may no longer be permitted use of the system and may be subject to civil and criminal liability.

VII. Right to Appeal.

Any County employee who feels that he or she has not been treated fairly with regard to an application of this Policy may file a grievance pursuant to the County's Personnel Policies and Procedures. Constitutional Officer employees will follow their Office's internal policies for any right to appeal.

VIII. Communication of the Policy to Employees and Users of the System.

All County employees and users of the County computer system shall receive a copy of this Policy. The Department of Human Resources shall document receipt of this Policy by all employees.

The Human Resources Division shall be responsible for communicating this Policy and providing copies of the Policy to newly hired employees (including seasonal, recreational program employees) and the MIS Division shall provide a copy of this Policy to all County Constitutional Officers for dissemination to their employees.

All County Divisions shall be required to promptly display this Policy and any related informational material on employee bulletin boards.