

Nueces County

Acceptable Use Policy

A. Purpose

Acceptable usage policies clearly indicate what information system users are and are not allowed to do. The potential exists that, without these policies, information system users could violate information security and avoid punitive actions by claiming to not know about any restrictions in place. This can make it extremely difficult to enforce the measures outlined in the policy and ultimately lead to a complete disregard of the policy.

B. Scope

This Acceptable Use Policy applies to all users of all information systems that are the property of *NUECES COUNTY*. Specifically, it includes:

- All employees, whether employed on a full-time or part-time basis by *NUECES COUNTY*, including volunteers under *NUECES COUNTY* Internship Program.
- All contractors and third parties that work on behalf of and are paid directly by *NUECES COUNTY*, if authorized by *NUECES COUNTY* via contract.
- All contractors and third parties that work on behalf of *NUECES COUNTY* but are paid directly by an alternate employer, if authorized by *NUECES COUNTY* via contract.
- All employees of partners and anyone with authorized access to *NUECES COUNTY*'s non-public information systems.

C. Definitions

D. Governing Laws & Regulations

E. Policy Statements

1. As a requirement of information system access, and as a component of security awareness training, all information system users, whether employees/volunteers or third parties, will be required to provide signed acceptance of the acceptable usage guidelines. A copy of the signed document will be provided to the individual with the original being retained by the appropriate Department Head/Elected Official.
2. *NUECES COUNTY* will issue acceptable usage guidelines covering the following items:
 - i. **Computer and information system usage**
Systems, including computers of all kinds, are the property of *NUECES COUNTY*:
 - Access to, and use of, systems and the components that form them will be monitored by Information Technology Department and/or Department Head/Elected Official and controlled at all times.
 - The end-user devices provided to employees are the property of the organization and are to be used for business purposes only:
 - See End-User Devices Acceptable Use Policy.

Nueces County

Acceptable Use Policy

ii. Software and data usage

The software tools the organization provides and the data they create and manipulate are the property of the *NUECES COUNTY*:

- Software is to be used for its intended purpose only. It is not to be copied, distributed, installed, or deleted without appropriate authorization. Such activities will be monitored by Information Technology and/or Department Head/Elected Official and controlled at all times.
- Data is to be used for its intended purpose. It is not to be copied, distributed, edited, appended, or deleted without appropriate authorization. Such activities will be monitored and controlled at all times.

iii. Internet and messages usage

Internet and e-mail usage must be restricted as both activities make use of public and unsecured networks. Information Technology Department restricts the scope of usage.

- See Internet Acceptable Use Policy.
- See Email Acceptable Use Policy.

iv. Telecommunications usage

The telephone system, including all telephones and fax machines, is the property of *NUECES COUNTY*:

- The telephone systems, including all and analog and digital lines, are to be used for business purposes only and will be monitored by Information Technology and/or Department Head/Elected Official and controlled at all times.

F. Non-Compliance

Violations of this policy will be treated like other allegations of wrongdoing at *NUECES COUNTY*.

Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources.
2. Disciplinary action by Department Head/Elected Official according to applicable *NUECES COUNTY* policies/rules.
3. Disciplinary Action up to Termination of employment.
4. Legal action, if any, according to applicable laws and contractual agreements.

Revision History

Version ID	Date of Change	Author	Rationale