

Nueces County

Internet Acceptable Use Policy

A. Purpose

The goals of this policy are to outline acceptable and unacceptable use of *NUECES COUNTY*'s Internet resources, including the use of browsers, electronic mail and instant messaging, file uploads and downloads, and voice communications. Use of these services is subject to the following conditions.

B. Scope

NUECES COUNTY's Internet Acceptable Use Policy applies to all employees at *NUECES COUNTY* regardless of employment status.

C. Definitions

D. Governing Laws & Regulations

E. Policy Statements

1. Internet access at *NUECES COUNTY* is controlled through individual accounts and passwords. Department Heads/Elected Officials are responsible for defining appropriate Internet access levels for the people in their department and conveying that information to the Information Technology department.
2. Each user of the *NUECES COUNTY* system is required to read this Internet policy and acknowledge they agree to the terms by signing prior to receiving an Internet access account and password.

3. **Acceptable Use**

Each User at *NUECES COUNTY* is encouraged to use the Internet to further the goals and objectives of *NUECES COUNTY*. The types of activities that are encouraged include:

- i. Communicating with fellow employees, volunteers, business partners of *NUECES COUNTY*, and the public within the context of an individual's assigned responsibilities
- ii. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities
- iii. Participating in educational or professional development activities

4. **Unacceptable Use**

Each Internet user should not interfere with others' productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at *NUECES COUNTY* will comply with all Federal, State and Local laws, all *NUECES COUNTY* policies, and all *NUECES COUNTY* contracts. This includes, but is not limited to, the following:

- i. The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).

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- ii. The Internet may not be used in any way that violates *NUECES COUNTY's* policies, rules, or administrative orders. Use of the Internet in a manner that is not consistent with the mission of *NUECES COUNTY*, misrepresents *NUECES COUNTY*, or violates any *NUECES COUNTY* policy is prohibited.
- iii. Individuals should limit their personal use of the Internet. *NUECES COUNTY* allows limited personal use for communication with family and friends, independent learning, and public service.
- iv. *NUECES COUNTY* prohibits use for mass unsolicited mailings, access for non-employees to *NUECES COUNTY* resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity unless pre-approved by *NUECES COUNTY*, and the dissemination of chain letters.
- v. Individuals may not establish county computers as participants in any peer-to-peer network, unless approved by management.
- vi. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to *NUECES COUNTY* or another individual without authorized permission.
- vii. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.
- viii. Users will only use *NUECES COUNTY*-approved services for voice communication over the Internet.
- ix. Employees or volunteers of *NUECES COUNTY* will treat all other individuals, employees, etc. professionally as they interact with in any virtual, online forum or network capacity, in accordance with county values, county policies/rules, and basic corporate social decorum.

5. Security

For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the Information Technology department to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. The Information Technology department will only reset a password after confirming directly with the user or the user's Department Head/Elected Official. Users must take all necessary precautions to prevent unauthorized access to Internet services.

6. Monitoring and Filtering

NUECES COUNTY, through its Information Technology Department, may monitor any Internet activity occurring on *NUECES COUNTY* equipment or accounts. *NUECES COUNTY* currently does employ filtering software to limit access to sites on the Internet. If *NUECES COUNTY* discovers activities that do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

7. Disclaimer

NUECES COUNTY assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. *NUECES COUNTY* is not responsible for the accuracy of information

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found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

F. Non-Compliance

Revision History

Version ID	Date of Change	Author	Rationale