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Recorded By: despinoza  
Robyn Stallworth Pouquette County Recorder, YUMA County AZ



Please return original document  
to the **Board of Supervisors Office**,  
**ATTENTION: Christy Isbell, 928-373-1107**  
*(Name & phone number)*

## **TYPE OF DOCUMENT:**

**RESOLUTION NO. 2014-30**  
**Amending the**  
**ACCEPTABLE USE of**  
**INFORMATION TECHNOLOGY RESOURCES POLICY**

## **DOCUMENT APPROVAL:**

Approved by Yuma County Board of Supervisors:  
September 15, 2014, Consent Item No. C6.



## YUMA COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. 2014-30  
Amending the  
ACCEPTABLE USE of  
INFORMATION TECHNOLOGY RESOURCES POLICY  
by removing two (2) forms,  
the *Policy Acknowledgement Form* and the  
*Inappropriate Use Notice Form*

**WHEREAS:** Yuma County promotes fair use of the County's Information Technology (IT) resources to regulate misuse of IT services; to ensure more security; and to provide users a clear set of standards and expectations for the use of IT services;

**NOW, THEREFORE, BE IT RESOLVED** that the Yuma County Board of Supervisors hereby amends the "*Acceptable Use of Information Technology Resources Policy*".

### **Acceptable Use of Information Technology Resources Policy**

**Purpose:**

This policy provides a general standard for the use of Yuma County Information Technology (IT) resources and advises authorized users of acceptable and prohibited use in order to support Yuma County business strategies, individual department goals, and the efficient and effective delivery of services to all the residents of Yuma County.

**Scope:**

This policy applies to employees, contractors, consultants, vendors and volunteers working for or providing a service to Yuma County. The policy shall apply to all equipment owned or leased by Yuma County.

**Ownership of Equipment:**

All IT and communication equipment is considered property of Yuma County regardless of their physical location or the form in which they are maintained. The County reserves the right to seize any IT or Communication devices provided by County without notice to a user.

**No Expectation of Privacy:**

User should not have expectation of privacy when using any IT or communication device, service, system, network or any data including e-mail messages. Users should be aware that all activity undertaken on any Yuma County IT assets and services including legitimate county business purposes, minimal personal use, violations of acceptable use or any other purpose is subject to monitoring, recording and intervention by County.

**Acceptable Use of IT Resources:**

Minimal Personal Use

IT services and equipment including email and Internet are provided to users to perform County business. Limited and incidental use for personal, non-business reasons is allowed as long as it is of a minimal frequency and duration. This activity shall not interfere with user's users, colleagues' and departments' job performance. This activity should not violate any laws or regulations. This activity shall not occur in support of a personal business.

E-mail

Users shall use their County e-mail in a proper manner. User shall not knowingly transmit, retrieve or store any data this is;

- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene or pornographic
- Defamatory or threatening
- In violation of another user's privacy
- To propagate any computer virus

The following activities are strictly prohibited.

1. Users shall not broadcast unauthorized or personal messages with County email address.
2. Unauthorized use or forging of email header information.
3. Conducting commercial/private business transactions or supporting a commercial/private business while using Yuma County owned equipment.
4. The disclosure of protected County data (confidential, private, or best interest) via electronic means without proper authority.

Internet

Accessing any inappropriate Internet site is prohibited, including;

- Obscene, hateful, harmful, malicious, hostile, threatening, abusive, vulgar, defamatory, profane, or racially, sexually, or ethnically objectionable sites
- Participation in "chat rooms" not related to assigned job responsibilities
- Playing games
- Selling, or promoting the sale of merchandise for personal gain

The Yuma County ITS department utilizes a web filter to assist with the blocking and logging of internet sites visited while connected to the Yuma County network. This is to prevent access to websites or material that may not suitable for the work environment. From time to time "safe" websites may be inadvertently blocked. If such an instance occurs a request to unblock site access may be made through your department head or designee for ITS review.

Internet usage on the Yuma County Network is subject to monitoring and logging. Inappropriate use of the internet or attempts to bypass security restrictions shall be documented and reported to appropriate department heads.

System and Network Activities

The following activities are strictly prohibited.

1. The installation or distribution of "pirated" software products that are not appropriately licensed for use by Yuma County.
2. Unauthorized copying and distribution of copyrighted material including, but not limited to photographs, books, music and software.
3. Introduction of malicious programs into the Yuma County network (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
4. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
5. Executing any form of network monitoring software which will intercept data not intended for the employee's host.
6. Circumventing user authentication or security of any computer, network and communications device, or account.
7. The installation of games, music/video players and software that has not been authorized by Yuma County Information Technology Services. The installation of "non-everyday" software must be approved by department head and ITS.
8. The use of personal networking devices. (e.g., Switches, routers, wireless access points, home computers). All devices connecting to the Yuma County Network or Information Systems must be approved by Yuma County ITS and are subject to monitoring.

### **Accountability**

All Yuma County employees, contractors, consultants, vendors and volunteers accessing the Yuma County Network or Information Systems must log in using their uniquely assigned login credentials. Log in credentials are created and managed by Yuma County ITS and should be requested through normal work order procedures.

All new Yuma County Employees (Full Time, Part Time, Volunteers, Interns) are required to read and sign the Yuma County Acceptable Use Policy prior to accessing any Yuma County technology resources. Failure to do so may result in delayed account creation and restricted network rights.

If an employee termination / transfer occurs it is the responsibility of the department head or designee to notify ITS immediately in order to update the employees network access in a timely manner. It is also the department's responsibility to request and inventory any assigned equipment (e.g., laptops, pagers, cell phones, portable devices) prior to the employee's transfer to other department or departure from Yuma County.

### **Notice of Acceptable Use of IT**

County shall make this policy available to all authorized users and prospective users by posting on County website.

### **Responsibilities**

All Authorized Users:

- Are responsible for understanding and adhering to this policy
- Must sign and submit an Acceptable Use Acknowledgement Form.
- Must log in with assigned credentials whenever logging into or accessing Yuma County network or information systems.
- Should understand that using County-provided equipment and software has no expectation of privacy in the use of these tools or any content therein.
- Are required to keep all electronic communications professional and follow established policies regarding workplace professionalism.
- Are responsible to protect and secure their County Technology Resources from non-authorized or improper use.
- Must contact Information Technology Services immediately if they believe accounts or systems have been tampered with.

Department Heads:

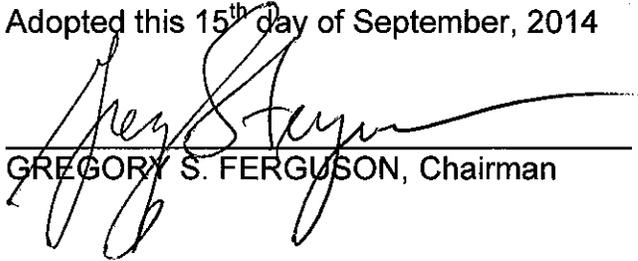
- May set a reasonable use of internet guideline for its department.
- May investigate excessive network traffic or bandwidth usage
- Shall notify ITS of any changes of access rights of their users.

Information Technology Services should:

- Maintain a system to monitor proper use of IT
- Review this policy as needed

AND THE BOARD OF SUPERVISORS FURTHER RESOLVES that this policy supersedes all previously adopted versions of the "Acceptable Use of Information Technology Resources Policy".

Adopted this 15<sup>th</sup> day of September, 2014



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GREGORY S. FERGUSON, Chairman

ATTEST:



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ROBERT L. PICKELS, JR.  
County Administrator/Clerk of the Board

APPROVED AS TO FORM AND DETERMINED TO BE WITHIN THE SCOPE OF PERFORMANCE OF DUTY OF THE YUMA COUNTY BOARD OF SUPERVISORS:



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JON R. SMITH, County Attorney