

## **Acceptable Use Policy For Macon County**

### **Introduction**

This policy is designed to establish acceptable and appropriate use of Macon County's information systems, data and network resources ("technology resources"). Macon County's technology resources must be appropriately protected from anything other than authorized and intended use.

### **Document Approval**

<b>Date of Last Review</b>	<b>Name and Title of Approver</b>
September 8, 2015 (adopted)	Board of Commissioners

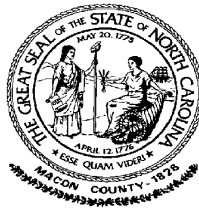
### **Definitions**

<b>Availability</b>	Ensuring that information systems, data and network resources are available and ready for use when they are needed.
<b>Confidentiality</b>	The protection of data from unauthorized disclosure.
<b>Employee</b>	Use standard Macon County definition.
<b>Information System</b>	Information systems include, but are not limited to, laptop computers, workstations, servers, mainframe computers, routers, switches, cell phones, telephones, fax machines and personal digital assistants (PDAs).
<b>Integrity</b>	The accuracy, completeness and validity of information.
<b>Network Resource</b>	Communication links and network bandwidth.
<b>User</b>	Anyone who accesses Macon County information systems, data or network resources.
<b>Visitor</b>	A vendor, guest of an employee, service personnel, or anyone who needs to enter a Macon County facility containing information systems, data or network resources for a short duration, usually not more than one day.

### **Applicability**

This policy applies to full and part-time employees, contractors, consultants, temporary workers, and other staff at Macon County, including all personnel affiliated with third parties.

Formal acknowledgement and understanding of Macon County's acceptable use policies and standards will be a mandatory requirement for all users prior to obtaining access to Macon County information resources.



## **Policy**

Macon County provides technology resources in order to carry out legitimate Macon County business. By using Macon County's technology resources, an employee consents to disclosing the contents of any data files, information and communications created on, stored on, transmitted, received or exchanged via Macon County's technology resources.

Users are responsible for safeguarding information systems and the confidentiality, integrity and availability of information within their control. Before leaving the area of a workstation where a user is logged in, users must lock or logoff the workstation.

Users must promptly report any unexpected system behavior or irregularities in information to the Information Technology Department, and users must report any suspected or actual system intrusion, hack, virus, or other computer security incident to both their supervisor and the Information Technology Department immediately.

There is no right to privacy in the use of Macon County technology resources. By using Macon County's technology resources, an employee consents to the monitoring, recording, and/or review of such use of technology resources.

Users of Macon County technology resources are expected to act lawfully, ethically and professionally.

Users must not attempt to monitor, read, copy, change, delete or tamper with data without lawful authorization. User must have express lawful written permission to manipulate data for which they have no authority to manipulate, and such permission shall only come from one who is duly authorized to provide the same.

Incidental use by employees, for personal needs, of Macon County technology resources is allowed as long as that activity does not interfere with Macon County business or conflict with any Macon County policy or work rule.

Users of Macon County technology resources must not use such resources for purposes that are inconsistent, incompatible, violate, or are in conflict with federal or state law, applicable regulations, contractual agreements, or Macon County regulations and policies.

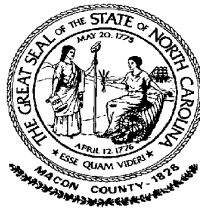
Hardware and software in use at the Macon County must be purchased and installed by personnel in the Information Technology Department. Use of personal computer equipment or software is prohibited on Macon County systems or networks.

All copyright or other protections must be observed. Hardware and software installed at any Macon County office or department must be licensed to the Macon County and must be used in accordance with licensing agreements and Macon County policy.

Management reserves the right to revoke the system privileges of any user at any time. Conduct that interferes with the normal and proper operation of Macon County information systems, which adversely affects the ability of others to use these information systems, or which is harmful or offensive to others will not be permitted.

Users agree to cooperate with management and/or any regulatory agency conducting an authorized information security investigation.

Macon County management reserves the right to block access to certain Internet web sites and other "addresses" which are not specifically related to Macon County business.



Internet access is permitted only through Macon County firewalls and virus protection gateways. No third party Internet access is permitted on user systems other than the Internet service provide by the Macon County **Information Technology Department**.

Electronic mail accounts are issued solely for the use of the individual to whom they have been assigned. Employees are prohibited from using another user's account or loaning account privileges to others (Macon County employees or other users).

Macon County telephones are provided to facilitate business activities. Calls may be monitored or recorded to ensure quality assurance. Voicemail is NOT secure. Do not leave or accept transaction information via voicemail.

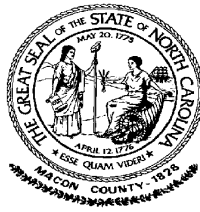
The use of direct-dial modems at Macon County is prohibited unless specifically approved by the [CSO, CISO,CIO as appropriate for the organization].

## **Compliance**

Macon County employees and contractors must comply with all applicable parts of this security policy. Compliance is necessary to ensure the confidentiality, integrity and availability of Macon County information systems, data and network resources. Formal acknowledgement and understanding of this acceptable use policy is a mandatory requirement for all users prior to obtaining access to company information resources.

Macon County employees and contractors who do not comply with this policy may be subject to disciplinary actions, up to and including termination of employment.

Third party persons (i.e. vendors, service providers) who do not comply with this policy may be subject to appropriate actions as defined in contractual agreements.



### **AUP Acknowledgment**

I have received a copy of Macon County's Acceptable Use Policy and I have read and understand the policy. I agree to observe the terms and conditions of this policy.

Signed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_