POLICY STATEMENT

It is the policy of the County of San Bernardino to make effective and productive use of the Internet and the County Intranet ("Internet"), and to support the deployment and use of Internet technology by Departments. This policy shall apply to those full and part-time employees, volunteers, contractors, and other affiliated individuals (collectively referred to as "User" or "Users") who have been provided access to the Internet by the County. Users accessing the Internet through a personal account but on County equipment are subject to this policy.

POLICY AMPLIFICATION

1. Use of the Internet

Significant County resources have been committed and are expended to provide Internet access to Users conducting County business and performing their jobs. The unrestricted use of the Internet for non-County business purposes is not permitted. Occasional personal use of the Internet is allowed when not on County work time, such use does not violate any prohibited activities contained in this policy, and such use does not interfere with County resources or the conduct of County business. **NO USER SHOULD HAVE AN EXPECTATION OF PRIVACY IN THE USE OF THE INTERNET THROUGH THE COUNTY SYSTEM OR WITH COUNTY EQUIPMENT.**

a. Authorized use

Examples of legitimate County business use of the Internet are:

- Performing essential job functions;
- Participating in job-related conferences and discussions or collaborating via resources such as web sites, newsgroups, chats, and bulletin boards;
- Performing research, obtaining information or support, or pursuing approved job-related education;
- Promoting and communicating County and other business or related information.

b. Prohibited Activity

Inappropriate use of the Internet through the County system or with County equipment is prohibited. Inappropriate use includes, but is not limited to, the following:

- Downloading, uploading, transmitting, or otherwise distributing any content that violates any existing law, regulation, County policy, departmental or personnel rule or that may be discriminatory, harassing or disruptive to other employees, including, but not limited to, any sexually explicit,

derogatory, abusive or threatening images, cartoons, jokes, or other materials, unless any of the above is required for the performance of assigned job duties;

- Downloading, uploading, using or otherwise distributing copyrighted materials without proper permission or in violation of licensing agreements;
- Participating in chat room discussions or posting to electronic bulletin boards unless doing so is a function of County responsibilities;
- Downloading or uploading unapproved games;
- Participating in any gambling, gaming or wagering activities;
- Downloading and using any software, scripting tools, or other mechanisms designed to monitor or disrupt County computing resources or subvert County security mechanisms;
- Using video and/or audio streaming and downloading technologies for non-County business purposes;
- Personal use that results in any charges or other costs to the County.

c. Monitoring Internet Usage

The County reserves the right to monitor County provided Internet access and usage. Users of the Internet do so with the understanding that their usage may be monitored. **No User should have an expectation of privacy in the use of the Internet through the County system or with County equipment.**

d. User Accounts and Passwords

Users must not share their County Internet accounts or passwords used to access those accounts with others.

e. Modem Usage

The County has taken steps to ensure the security of the County's networks. These include the installation of security devices such as firewalls, monitoring systems, and other security measures.

i. Computers inside the County's network may not simultaneously connect to another computer on the outside of the County's network through use of a telephone line and modem. Such connections offer intruders and attackers an opportunity to bypass security mechanisms. To ensure security of the County's networks, modems should be removed or disconnected from phone lines in all personal computers and servers while connected to the County network. Computers that require modems for independent connections to outside computers, networks, or services should be stand-alone (not connected to the network) or on outbound-only telephone circuits.

ii. Computers connected inside the County's network with modems installed may not be configured for "auto-answer".

iii. Computers outside the County's network that require access into the County's network may do so only through use of the County's secure virtual private network (VPN).

f. Virus Protection

Users may access the Internet from County equipment only if they have appropriate virus protection software installed. Email, web sites, downloadable files, and other forms of Internet access can be used for the distribution of computer viruses and other malicious software. In order to protect County information resources, Departments must ensure that virus protection software is employed and that regular procedures are in place to ensure that virus protection software is kept up to date. Computers that access the County network via a Virtual Private Network (VPN) must have appropriate virus protection software installed.

2. Responsibilities

Except as otherwise specified, the Information Services Department (ISD) is charged with the overall responsibility of administering this policy. ISD will:

- Provide connectivity to the County's WAN for access to Internet E-mail or the World Wide Web (WWW).
- Maintain high-speed data connection to the Internet in support of County-wide Users.
- Establish and maintain the County's presence on the Internet through a County *home page*.

Department heads are responsible for ensuring that all Policy requirements are fulfilled.

3. Disciplinary Action

Violations of this policy may be considered as a basis for disciplinary action up to and including termination.