

**MUSKEGON COUNTY BOARD OF COMMISSIONERS  
IT ASSET USE POLICY**

**Policy #2016 - 463**

**Approval Date: December 13, 2016**

**Appropriate Conduct and Use of Information Technology (IT) Assets**

MUSKEGON COUNTY IT assets are county property and are provided by the county to county employees, county partners and others doing work on behalf of MUSKEGON COUNTY in support of their work functions and job responsibilities. MUSKEGON COUNTY'S IT assets include, but are not limited to: computers, tablets, software, telephones (stationary or mobile), Global Positioning System (GPS) devices, and other business equipment. Each user is responsible for using IT assets in a productive manner and is accountable for the appropriate use and dissemination of the information he or she accesses. While using components of MUSKEGON COUNTY'S information technology environment, employees are required to conduct themselves in accordance with high moral and legal standards. All MUSKEGON COUNTY policies must be adhered to, including the prohibition of discriminatory or harassing activities, which may lead to the creation of a hostile work environment. Failure to abide by the policies and restrictions set forth in this document will subject employees to progressive discipline as outlined in Muskegon County's Personnel Rules and collective bargaining agreements. Users of MUSKEGON COUNTY IT assets must be aware that e-mail, voice-mail, instant messages, GPS coordinates, other electronic communications and all data stored on County equipment are considered county records and may be subject to FOIA for legitimate reasons and or as required by law. Please be aware that non-County owned devices used to conduct County business may become subject to FOIA.

**Appropriate and Inappropriate Use of the Internet, Intranet, Public Networks, Bulletin Board Services, and Social Media sites.**

Employees accessing the internet, intranet, chat rooms, bulletin boards, and social media sites are representing the County and have a responsibility to maintain and enhance MUSKEGON COUNTY'S public image. Existing county policies on anti-harassment and ethics extend to all forms of communication both inside and outside the workplace, including but not limited to social media. All electronic communications should be exclusively for professional, work-related reasons. Personal use of IT assets is allowable but should not interfere or conflict with business use or individual productivity. Employees should exercise good judgment regarding the reasonableness of personal use. For example, employees should limit accessing the Internet to check the news, current events, or research personal interests to break periods or other times which do not interfere with the employee's work responsibilities. Nominal use of personal e-mail should be likened to telephone usage for short, personal communications which do not disrupt productivity. These same standards apply to the use of mobile phones. Individuals who violate these rules will be subject to progressive disciplinary action as outlined in the Personnel Rules and collective bargaining agreements.

**Specifically Inappropriate Information Technology Uses**

The following list, which is not entirely inclusive, notes some examples of activities which are specifically inappropriate and not tolerated.

- Receiving, disseminating or accessing lewd, pornographic or obscene materials. Do not access, download, view, or share any material on the internet that you would not want everyone to see.

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Sending off-color jokes, participation in inappropriate chat groups, or making harassing phone calls. If anyone within the county or outside of the county might be offended by the material you are considering sending, it should not be sent. The best rule is the "business-use" rule.

- Media streaming of any online media other than business-related webinars, training sessions, or meetings.
- Use of any IT resource to harass or intentionally annoy another person, or to transmit defamatory or untruthful information about another.
- Use of county communication systems for personal gain, advancement of individual views, or solicitation of non-county business.
- Engaging in excessive or inappropriate personal use of IT assets, including gambling, playing computer games, participating in chat rooms, or sending chain letters.
- Unauthorized disclosure or use of a password or mailbox.
- Downloading and/or installing apps, software, programs, tools, games without County IT approval. Downloading and/or installing non-work related photos, videos or music. A limited number of personal apps installed on mobile devices such as tablets and phones are allowed provided they do not violate any Muskegon County appropriate use standards as set forth in this document. A limited number of personal photos may be used for a desktop background provided they do not violate any Muskegon County appropriate use standards as set forth in this document.
- Peer-to-Peer, cloud based storage, and remote control software. This list is an example but not all-inclusive; GoogleDrive, OneDrive, Dropbox, Teamviewer, Turbomeeting, or any other remote access program.
- Intentionally negatively impacting the availability or usability of any computer service.
- Personal international or long-distance phone calls.
- Sending non-business-related e-mail to large distribution lists.
- Stealing resources.

#### **Prevention of Unauthorized Access and Use of Passwords**

Employees and authorized users are responsible to maintain the security of MUSKEGON COUNTY assets. Precautions should be taken to prevent unauthorized access to an account by logging-off the network while not in use. VPN access information, including IP Addresses, user IDs, and passwords must be kept confidential.

The owner of a password is responsible for any misuse or damage that occurs while that user ID and password is in use. Passwords should be specific, non-trivial, and changed quarterly. The MUSKEGON COUNTY IT password standard requires that passwords be a minimum of eight characters in length, including at least two of the following: change of case (upper/lower), special character, or number. Each employee is prohibited from using any IT assets that the county has not authorized the employee to use, and from attempting or obtaining access to any IT assets (or areas on the county's information systems) to which the county has not authorized the employee to have access. Employees are strictly prohibited from using any personal portable IT assets (including laptop computers, cell phones, tablets, PDAs, and portable media storage devices) on county networks unless the asset is owned and provided by MUSKEGON COUNTY. Use of non-County-owned portable IT assets, including the access, sharing, or retrieval of information from the county system, is not permitted, unless authorized by the Automation/Controls Project Manager or the IT Manager.

#### **Monitoring**

**MUSKEGON COUNTY's computer and communication systems are not private.**

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MUSKEGON COUNTY reserves the right to monitor the use of all business systems, including e-mail, instant messaging, GPS Devices, mobile phones, tablets, and the Internet. MUSKEGON COUNTY has specific monitoring software in place that checks for inappropriate use of electronic devices and services. Violations of the MUSKEGON COUNTY IT Assets Acceptable Use Policy will be investigated and may result in progressive disciplinary action per the Personnel Rules and collective bargaining agreements.

#### **Internet, VPN, and Dial-in Connections**

Access to the Internet must be through a controlled environment approved by MUSKEGON COUNTY IT. The controlled environment is currently limited to the MUSKEGON COUNTY'S firewall. Access to the Internet by means other than through an approved controlled environment is prohibited and poses a security risk to the MUSKEGON COUNTY information technology environment. Such conduct will be subject to progressive disciplinary action. All connections to the MUSKEGON COUNTY information technology environment must be approved by either the Automation/Controls Project Manager or the IT Manager. Dial-up and other server connections that bypass the firewall greatly expose the MUSKEGON COUNTY IT network to potential harm.

#### **Communication over the Internet**

Users must be aware that any communication sent or received through the Internet is public, not private. Anyone connected to the Internet may have the capability of reading the communications. All users are responsible for protecting MUSKEGON COUNTY'S legal and intellectual property interests and maintaining the confidentiality of information acquired through the course of employment. Users must be aware that the county name is associated with all communications sent over the Internet. Therefore, commentary which is inconsistent with MUSKEGON COUNTY business practices, personal opinions, actions that would put MUSKEGON COUNTY at legal risk or that would reflect poorly on MUSKEGON COUNTY are not acceptable. Under no circumstances are employees of MUSKEGON COUNTY to send or forward material that may be objectionable, including pornography, off-color jokes, chain letters, and other similar materials.

Efficient use of e-mail and voice-mail requires that all messages be concise and directed only to individuals with an interest or need to know. Special care should be taken when sending messages with large attachments, when using the "reply to all" feature, or sending messages to large distribution lists.

#### **Electronic Mail Archival**

Electronic mail will be archived electronically for a period of "x" months from the date sent or received. The board will have to vote on a time that is reasonable. Currently there is no end date.

#### **Communications over Client Provided Resources**

MUSKEGON COUNTY Employees are responsible to familiarize themselves with, understand, and comply with all client information technology environment policies and guidelines. MUSKEGON COUNTY will adopt and enforce any clients' policies and guidelines while MUSKEGON COUNTY employees are making use of those resources.

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**Computer Virus Protection**

MUSKEGON COUNTY IT will install appropriate virus protection software on all computer business equipment. This software will periodically scan files for viruses. This software will also attempt to regularly update "virus definition files" to make sure that maximum protection is achieved. Employees must report all viruses that are detected to MUSKEGON COUNTY IT and also allow the virus protection software to complete scans and updates.

**Relinquishing IT Assets upon Separation from the County**

Employees are required to promptly relinquish all IT Assets (including all information stored or contained on them) to their manager or the county IT department upon separation from the county, or when requested by the county at any other time. MUSKEGON COUNTY is not responsible or required to return personal information stored on county-owned assets, such as mobile phones, laptop computers or any other device. All Intellectual Property created while in the employ of MUSKEGON COUNTY, such as, but not limited to, copyrightable works, patented inventions, software, Trademarks, and trade secrets, are the sole property of MUSKEGON COUNTY.

**CERTIFICATION:**

Motion by Commissioner Nash, second by, Commissioner Hughes, to adopt the foregoing policy at a regular meeting of the Muskegon County Board of Commissioners held Tuesday, December 13, 2016.

**Roll Call:**

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Excused: Jeff Lohman

**Motion Carried**

I, Nancy A. Waters, Clerk of Muskegon County, State of Michigan, do hereby certify that the above is a true and correct copy of the Policy adopted by the Muskegon County Board of Commissioners at the December 13, 2016 regular meeting, in testimony whereof, I have hereunto set my hand and affixed the seal of the 14th Circuit Court this 19<sup>th</sup> day of December 2016.

Nancy A. Waters 12/19/2016  
Nancy A. Waters Date  
County Clerk