

Category: 400 Facilities/Equipment

Number: 421

Subject: INFORMATION TECHNOLOGY POLICY

PURPOSE: The purpose of this policy is to establish regulations and guidelines governing the access and use of network, internet and e-mail resources as well as the acquisition and use of owned, rented or leased technology, communication equipment hardware and services.

AUTHORITY: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion and enforcement by the Administrator/Controller, or designee.

APPLICATION: This policy applies to all employees, Department Heads, Elected Officials and Agencies who access, use or otherwise connect to the St. Clair County network or utilize County owned equipment.

RESPONSIBILITY: The St. Clair County Information Technology Director shall be responsible for the implementation, oversight and necessary review of this policy

DEFINITION(S):

- Internet - A worldwide system of computer networks -- a network of networks in which users at any one computer can, if they have permission, get information from any other computer
- Intranet (Employee Connect) - A private network contained within an enterprise that is used to securely share company information and computing resources among employees
- Network - Any number of computers (e.g., PCs and servers) and devices (e.g., printers and modems) joined together by a physical communications link. It allows information to be passed between computers, irrespective of where those computers are located. Networks provide the roads for information traffic (e.g., sending files and e-mail) within a corporate environment, and allow users to access databases and share applications residing on servers
- Applications (apps) - Computer software, or a program, most commonly a small, specific one used for mobile devices. The term app originally referred to any mobile or desktop application, but as more app stores have emerged to sell mobile apps to smartphone and tablet users, the term has evolved to refer to small programs that can be downloaded and installed all at once.

POLICY:

I. ACQUISITION AND ASSIGNMENT OF EQUIPMENT AND SERVICES

- A. The acquisition of technology and communication equipment and/or service shall be limited to those instances in which there is a demonstrated need for said equipment to perform essential County business or to improve safety, increase productivity, increase service to the public or situations as deemed acceptable by the Administrator/Controller or designee.
- B. The assignment of County issued equipment and/or services shall be identified as meeting the established criteria by the Administrator/Controller.
- C. The department head will be responsible for reviewing and verifying the assignment status of technology and communication equipment to their staff at least once annually in accordance with this policy. The department head and/or Administrator/Controller shall have the authority to require an employee to periodically present equipment for inspection
- D. The County shall only acquire the minimal features necessary to carry out the duties and responsibilities of the employees' position.
- E. Employees shall be assigned the standard equipment and/or service based on the functional requirements of the employees' position and shall not be construed as a substitute for compensation or a benefit.
- F. Prior to purchasing, renting or leasing equipment and/or services, the Department Head shall:
 - i. Obtain budgetary approval for the proposed equipment expenditure
 - 1. The cost incurred for the purchase and operation of equipment and/or service shall be charged to the appropriate department as determined by the Finance Director.
 - 2. Purchases shall only be made in instances where there are available funds with the department's budget or an alternate funding source is identified.
 - ii. Coordinate the acquisition of cell phones, pagers, two-way radios, subscriber-based services or similar equipment/services through the Purchasing Department.
 - iii. Coordinate the acquisition of all other equipment services through the Information Technology Department.
- G. The use of County owned, rented or leased technology and communication or services shall be for official business only and in compliance with all policies adopted by the Board of Commissioners.
- H. All County supplied technology and communication equipment and/or services shall remain the property of the County. The Administrator/Controller reserves the right to revoke the use of equipment or service at any time for any reason.
- I. The Information Technology Director may install and activate a Location-Based service on any and all technology device or equipment and is authorized to use any such service as determined appropriate by the Administrator/Controller.
- J. The employee or department head is not authorized to make any acquisitions of new equipment or upgrades to existing technology and communication equipment or service without authorization from Administrator/Controller and/or the Board of Commissioners.

II. SERVICE, MAINTENANCE OR REPLACEMENT OF RESOURCES

- A. All repairs and maintenance of equipment and/or services shall be performed and coordinated through the Information Technology Department according to established procedures.
- B. Theft, Loss or Damage
 - i. Replacement of any equipment and/or service resulting from damage, loss or theft shall be coordinated through the Information Technology Department or the Purchasing Division as outlined in section IE.
 - ii. The County will replace equipment resulting from damage, loss or theft during the normal course of job duties.
 - iii. Damage, loss or theft caused by misuse or negligence of the employee may result in the employee being held responsible for repair or replacement of said equipment and subject to disciplinary action, up to and including employment termination.
 - iv. Theft of any equipment shall be reported as soon as possible to the Risk Management Coordinator in the Administrator/Controller's office.
 - 1. Failure to report the theft or loss of any equipment within 72 hours, unless extenuating circumstances are demonstrated, will result in the employee being held responsible for any costs incurred.
 - 2. The employee may be required to file a police report as determined by the Risk Management Coordinator.

III. RETURN/TRANSFER OF EQUIPMENT OR SERVICE

- A. The Department Head shall retrieve all assigned equipment in the event an employee is on an extended leave of absence, placed on disciplinary leave, terminates employment, transfer to a different department or no longer requires use of said equipment and shall advise of any necessary disconnection of service.
- B. When an employee exits County employment, the Human Resource department shall verify all equipment has been returned prior to the distribution of the former employee's final pay check.

IV. ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

- A. The use of County owned, rented or leased technology and communication equipment and/or service by an employee shall be for official County business only.
- B. Employees shall ensure assigned equipment and/or service is in proper operating condition. Any malfunction should be reported to the Information Technology department.
- C. All applicable laws and ordinances shall be obeyed while utilizing County owned equipment and/or services.
- D. Communication equipment shall be used responsibly while operating a motor vehicle.
- E. Internet
 - i. Copyright laws regarding protected commercial software or intellectual property shall be honored.
 - ii. The Information Technology department shall monitor and approve the downloading and/or use of applications or programs from the Internet
 - iii. Acceptable Uses

1. Use that supports a job function or responsibility
 2. Use consistent with rules appropriate to any network/resource being accessed
 3. Use that prevents employees from being absent from the workplace
- iv. Prohibited Uses
1. Unauthorized use of copyrighted material
 2. Sending or downloading of threatening or obscene material (including but not limited to pornography)
 3. Distribution of confidential information
 4. Downloading and/or saving large amounts of unessential data
 5. Extensive use of the internet that interferes with productivity or discharge of responsibilities
 6. Streaming audio and/or video not related to the responsibility of an employee's position
 7. Internet gaming
 8. Maintaining activity on behalf of organizations or individuals having no affiliations with St. Clair County

F. Email Use

- i. There shall be no implication of privacy with regard to e-mail messages. The content of distributed messages and maintenance of the user's e-mail box is the user's responsibility.
- ii. The County reserves the right to monitor the e-mail system for any reason. Employees should be aware that the deletion of a message or file may not fully eliminate the message from the system.
- iii. All e-mail messages are considered public record and are property of St. Clair County and may be subject to disclosure under the Freedom of Information Act or litigation.
- iv. All applicable record retention schedules shall be adhered to.
- v. Misuse of the County e-mail system may result in disciplinary action. Examples of misuse include, but are not limited to:
 1. Any illegal activity
 2. The use of threatening, obscene, insulting or abusive content including but not limited to:
 - a. Derogatory material based on any protected class, ie race, religion, color, sex, disability or national origin
 - b. Material that is defamatory toward any person
 - c. Content that constitutes sexual harassment
 - d. Material that is abusive, profane or offensive to a reasonable person
 - e. Pornographic material
 - f. Threats
 - g. The use of e-mail for any unlawful endeavor
 - h. The requesting or providing any copyrighted material in any way that infringes of those rights
 - i. The advocacy or promotion of religious or political causes

- j. Use of e-mail to secure, promote, or engage in outside employment
 - k. The distribution of confidential information
 - vi. Use of SCCEverybody as a global broadcast method must be pre-approved by the department head or supervisor.
- G. Prior to an employee being given access to County technology equipment and/or services, he/she shall review and agree to abide by this policy and shall sign an acknowledgement to that effect (see Exhibit A).

V. SOFTWARE

- A. All software must be properly licensed and registered.
- B. All software must be approved and installed by the Information Technology Department.
- C. Standardization
 - i. Software standards shall be based on the following criteria
 - 1. Program compatibility with existing hardware and software
 - 2. Features and benefits applicable to the majority of departments
 - 3. Overall contribution to enhancing service delivery and/or efficiency
 - 4. Ease of data file exchange and upgrades
 - 5. Fiscally responsible
- D. Approval
 - i. The Information Technology Director or designee shall approve all software prior to purchase or installation to ensure compatibility and reduce redundancy.

VI. SECURITY

- A. To minimize the risk of connecting to outside networks, the County has set up firewalls to limit access by outside networks and users.
- B. Employees shall not use another individual's account.
- C. Employees shall not reveal his/her password to another person.
- D. Any security issues and/or warnings shall be immediately reported to the Information Technology Department.
- E. All equipment connected to the County network shall be subject to use of an Information Technology approved and installed anti-virus software.
- F. Employees shall not circumvent any user authentication process or use any means to attempt to gain unauthorized access.
- G. Employees shall not engage in any activity which compromise network security.
- H. Installation of non-Information Technology Department approved hardware or software is prohibited.
- I. Hardware and software configurations shall only be altered by Information Technology.
- J. The County reserves the right to block access to any site or program to insure security of the network.

VII. WARNINGS

- A. The County does not guarantee or imply any protection or security for personal transactions made using county resources.
- B. The County makes no warranties regarding internet information.
- C. The County shall not be responsible for any damages incurred, including loss of data.
- D. Employees do not have an expectation of privacy for internet or device use beyond what is afforded under current policies and statues. The County may monitor equipment and/or service usage for performance, troubleshooting, abuse or in support of investigations

VIII. ADMINISTRATIVE PROCEDURES:

- A. The Information Technology Director shall be responsible for developing and implementing administrative procedures for this policy.

- IX. REVIEW: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Information Director shall periodically review this policy and make recommendations for changes as needed.

ADOPTED: May 17, 2006
AMENDMENT DATED: March 21, 2007
AMENDMENT DATED: August 19, 2009
AMENDMENT DATED: June 15, 2023

EXHIBIT A

St. Clair County

Information Technology Policy

Acceptable Use Agreement Release Form

I have read, understand and agree to abide by the conditions and rules as stated in St. Clair County's Information Technology Policy. I further understand that any violations of the conditions and rules are a violation of St. Clair County policy and may constitute criminal offense(s). Should I commit any violation of the Internet Policy, my access privileges may be revoked, disciplinary action(s) may be taken and/or appropriate legal action(s) initiated.

Signature: _____

Print Name: _____

Date: _____