COUNTY OF IMPERIAL BOARD OF SUPERVISORS POLICY			
Subject **ACCEPTABLE USE POLICY**	**Policy Number**	**Version**	**Page**
	ITS-PO-005 2020	1.0	1 of 8

A) Overview

Information and Technical Services Department's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to County of Imperial's established culture of openness, trust and integrity. Information and Technical Services is committed to protecting employees, partners and the County of Imperial from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of County of Imperial. These systems are to be used for business purposes in serving the interests of the County of Imperial in the course of normal operations.

Effective security is a team effort involving the participation and support of every County of Imperial employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

B) Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at County of Imperial. These rules are in place to protect the employee and County of Imperial. Inappropriate use exposes County of Imperial to risks including virus attacks, compromise of network systems and services, and legal issues.

C) Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct County of Imperial business or interact with internal networks and business systems, whether owned or leased by County of Imperial, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at County of Imperial and its subsidiaries are responsible for

exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with County of Imperial policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2

This policy applies to employees, contractors, consultants, temporaries, and other workers at County of Imperial, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by County of Imperial.

D) General Use and Ownership

A) County of Imperial's proprietary information stored on electronic and computing devices whether owned or leased by County of Imperial, the employee or a third party, remains the sole property of County of Imperial. You must ensure through legal or technical means that proprietary information is protected in accordance with the Data Security Policy.

B) You have a responsibility to promptly report the theft, loss or unauthorized disclosure of County of Imperial's proprietary information.

C) You may access, use or share County of Imperial's proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.

D) Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

E) For security and network maintenance purposes, authorized individuals within County of Imperial may monitor equipment, systems and network traffic at any time.

F) County of Imperial reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

G) Security and Proprietary Information

a. All mobile and computing devices that connect to the internal network must comply with the Minimum Access Policy.
b. System level and user level passwords must comply with the Password Construction and Password Protection Policies Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
c. All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 60 minutes or less. You must lock the screen or log off when the device is unattended.
d. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

H) Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of County of Imperial authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing County of Imperial owned resources.

The lists below are by no means exhaustive, but are an attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by County of Imperial.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which County of Imperial or the end user does not have an active license is strictly prohibited.

3. Accessing data, a server or an account for any purpose other than conducting County of Imperial business, even if you have authorized access, is prohibited.

4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

6. Revealing your account password(s) to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

7. Using a County of Imperial computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

8. Making fraudulent offers of products, items, or services originating from any County of Imperial account.

9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.

10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

11. Port scanning or security scanning is expressly prohibited unless prior notification to the Information and Technical Services Department is made.

12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

13. Circumventing user authentication or security of any host, network or account.

14. Introducing honeypots, honeynets, or similar technology on the County of Imperial's network.

15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

17. Providing information about County of Imperial employees that is considered confidential under applicable local, State, or federal law to parties outside County of Imperial.

I) Email and Communication Activities

When using company resources to access and use the Internet, users must realize they represent the County of Imperial. Whenever employees state an affiliation to the County of Imperial, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company". Questions may be addressed to the County Executive Office.

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.

3. Unauthorized use, or forging, of email header information.

4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

6. Use of unsolicited email originating from within County of Imperial's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by County of Imperial or connected via County of Imperial's network.

7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

J) Blogging and Social Media

1. Please refer to the County of Imperial Social Medial Policy.

K) Compliance Policy Measurement

The Information and Technical Services Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

1. Exceptions
   Any exception to the policy must be approved by the Information and Technical Services Department in advance.

2. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

3. Related Standards, Policies and Processes
    - Data Protection Standard
    - Social Media Policy
    - Minimum Access Policy
    - Password Policy

4. Definitions and Terms
   The following definition and terms can be found in the SANS Glossary located at: https://www.sans.org/security-resources/glossary-of-terms/

    - Blogging
    - Honeypot
    - Honeynet
    - Proprietary Information
    - Spam