



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject: Computer Use

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Purpose

The purpose of this policy is to establish standards for the use of computers by all Pima County ("County") employees or affiliated individuals, including but not limited to, volunteers, contractors and interns who are provided access to Pima County computer equipment and/or its computer networks.

Policy

Computers and computer resources are provided by Pima County as a means of conducting County business. As such, computer use should normally be limited to County business. Each employee has a responsibility to foster the County's public image and to use computers in a productive manner. To achieve these objectives, those employees and affiliates using County computers shall adhere to, and be bound by the requirements of this policy.

Definitions

1. County Administrator: The County Administrator or designee
2. The County's computer systems and resources include, but are not limited to, any and all County owned, leased, or rented computer hardware, software, databases and any system used in connection with County operations or business. Use of non-County purchased hardware and/or software is expressly forbidden.
3. Computer: Includes desktops, servers, portable computers, personal digital assistants and mobile telephones.

Requirements

1. Pima County owns and/or operates the Pima County computer network.
2. All County computers remain under the control, custody and supervision of the County. All information created, accessed or stored using these systems are the property of the County and are subject to monitoring, auditing and review. The County reserves the right to monitor, audit and review, at any time, and without notice at the County's discretion all information stored on these computers. Employees have no expectation of privacy in their use of County computers.
3. The County's computer resources are provided to support the performance of job duties. Therefore, the computer resources are to be used primarily for work-related purposes. Incidental personal use is permitted provided that the incidental personal use conforms to this policy and such use does not interfere with the employee's job duties and performance, with system operations or other system users.

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4. County computers should not be used inappropriately, nor should it create the appearance of inappropriate use. Unacceptable uses of computer resources include, but are not limited to:
 - Use for personal gain, advancement of individual views, or solicitation of non-County business;
 - Any purpose which violates state or federal law including, but not limited to, violation of copyright laws;
 - Using County computer equipment and resources for the purpose of influencing the outcome of an elected office, referendum, initiative, or recall (Arizona Revised Statute §11-410);
 - Any purpose that could reasonably be expected to interfere with or disrupt use of the computer systems or cause, directly or indirectly, excessive strain on any computing facilities, or unsolicited interference with others' use of the system, including, but not limited to: 1) attempting unauthorized access or alteration to data, files, passwords or breach of security measures on any computer system and; 2) unauthorized tampering with computing resources, including connecting or disconnecting computer equipment;
 - Any misuse or damage to the County's computer equipment; or
 - Any use that violates County policies or guidelines.
5. All County computer systems will be protected by the use of individual passwords for accessing software applications operating on County computers.
6. Computer access privileges may not be transferred or converted to other individuals. An account assigned to an individual shall not be used by any other person without explicit permission from the County Administrator.
7. Implementation of and adherence to this policy is required at all levels of the County. Any employee, volunteer, contractor or intern of the County found in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment or business relationship.
8. All employees shall sign the attached computer use and electronic mail procedure acknowledgement form both at time of hire and annually thereafter. This form will remain in the employee's department personnel file.

Responsible Departments

The Office of the County Administrator and all employees, volunteers, contractors and other affiliated individuals provided access to Pima County computer equipment or hardware.

Revised: July 24, 2007
Effective: May 18, 2004

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**COMPUTER USE AND ELECTRONIC MAIL PROCEDURE
ACKNOWLEDGMENT**

As an employee of Pima County, I, _____(print name) understand that:

- The County’s computer and electronic mail (e-mail) systems are to be used for conducting the County’s business only.
- Illegal activities, threats, harassment, slander, defamation, obscene or suggestive messages or graphical images, political endorsements, and commercial activities are all prohibited on the County’s computer and electronic mail system.
- Accessing a file or retrieving any stored communication from an area where I do not have authorized access is prohibited.
- The County reserves and will exercise the right to review, audit, intercept, access and disclose all matters on computers or e-mail systems at any time, with or without employee notice, and such access may occur during or after working hours.

I have read and understand the County’s policy regarding computer use and e-mail, which is located in the Board of Supervisors’ Policy Manual. I am aware that violations of this procedure may result in disciplinary action, up to and including dismissal.

Signature of Employee

Date