



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject: Internet Access and Use

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Purpose

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

Policy

Pima County will provide access to the Internet as a communication, research and support tool to facilitate County business. As such, Internet access should normally be limited to County business. Each employee or affiliated individual has a responsibility to foster the County's public image and to use the Internet in a productive manner. To achieve these objectives, those employees and affiliates accessing the Internet via County computer equipment and/or its computer network shall adhere to, and be bound by the requirements of this policy.

Definitions

1. County Administrator: The County Administrator or designee
2. E-mail (or Electronic Mail): Text or data that is electronically transferred from sender to receiver through computer networks. County E-mail includes, but is not limited to, commercial and electronic mail applications, operating systems, messaging capabilities and Internet mail. This includes any information sent as an attachment or imbedded in an E-mail.
3. Modem (or Modulator/Demodulator): A communication device, external or internal to a computer that allows one computer to connect another computer and transfer data over phone (cable/DSL) lines or through wireless technology.
4. Network: A configuration of computers and software connected for information exchange.
5. SPAM: Unsolicited "junk" E-mail sent to large numbers of people to promote products or services.

6. URL (Uniform Resource Locator): the global address of documents and other resources on the World Wide Web. The first part of the address indicates what protocol to use, and the second part specifies the IP address or the domain name where the resource is located.
7. Virus: A computer program, the purpose of which is to replicate and attach itself to computer files and folders and (usually) cause some kind of damage to the computer.

Requirements

1. Pima County owns and/or operates the County computer network.
2. The County Administrator shall determine the software and/or methods for County connectivity to the Internet and the appropriate media and process for URL blocking, virus protection and SPAM elimination.
3. Access to the Internet is intended for business purposes. Examples of legitimate business purposes include, but are not limited to: 1) performing essential job functions; 2) participating in job-related conferences and discussions or collaborating via resources such as web sites, newsgroups, chats and bulletin boards; 3) performing research, obtaining information or support or pursuing job-related education or; 4) communicating county related information.
4. County Internet access should not be used inappropriately, nor should it create the appearance of inappropriate use. Unacceptable uses of the Internet include, but are not limited to: 1) use for personal gain, advancement of individual views, or solicitation of non-County business; 2) 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); 3) downloading or using any software, tools or other mechanisms not approved by the Information Technology Department for County business; 4) downloading, uploading or distributing copyrighted materials or software without proper authorization, in violation of licensing agreements or in contravention of County policy; or 5) intentionally accessing, downloading, transmitting or viewing any content that is illegal, contrary to County or Departmental policy, 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, or any inappropriate or profane use of language, unless any of the above is required for the performance of assigned job duties.
5. All messages created, sent or retrieved over the County computer network or on County hardware, are the property of the County and are considered public information, not private. The County Administrator may direct Departments to access and/or monitor messages and files on the County computer network or created on County hardware. All communications, including text and images may be disclosed to law enforcement or other third parties without consent of the sender or the receiver.

6. Sensitive or private data shall not be transmitted over the Internet without appropriate security. The County Administrator shall determine security methods, including security associated with modem usage.
7. The use of programs, such as instant messaging, which can expose the network to attack are prohibited. These programs can bypass anti-viral software, which can result in a virus infecting computer systems without the knowledge of the user. These programs can also compromise sensitive information, allowing it to be intercepted by an unauthorized third party or be sent to an unintended party.
8. The County Administrator may block or terminate any network or remote connection that violates County policy or appears, in any way, to pose a serious threat to the security or integrity of County information, resources or networks.
9. Implementation of and adherence to this policy resides at all levels of Pima County. Any employee, volunteer, contractor or intern of Pima County found in violation of this policy will be subject to any available disciplinary action, up to and including termination of employment or business relationship.

Responsible Departments

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

Effective: May 18, 2004