



# Washoe County Internet and Intranet Acceptable Use Guidelines

DEPARTMENT OF TECHNOLOGY SERVICES

Washoe County utilizes Internet and Intranet technologies to advance the efficiency and effectiveness in which staff complete work, provide public information and communicate with constituents and staff across all departments. The powerful nature of these tools and the access they provide to data networks and cloud platforms across the world require that such usage be governed by carefully considered guidelines, procedures and practices.

While specific technologies or procedures may change, Washoe County's Internet access will be managed according to the guidelines and procedures stated below. Based on unique needs, departments may adopt additional provisions that do not conflict with these guidelines, subject to approval by the Chief Information Officer, County Manager or their designee.

These guidelines shall apply to all Washoe County officers and employees, whether full-time, part-time, or temporary and to all volunteer workers, contractors, or other users who may be given Internet privileges on County electronic devices.

All data and other electronic messages within the County's system are the property of Washoe County and may be subject to discovery through public records requests.

## **Job-Related and Professional Uses**

To gain maximum benefits from the Internet, officers and employees are encouraged to:

- Use the County's Internet access to accomplish assigned job responsibilities and tasks,
- As a tool to communicate job related information internally and externally.
- Perform job related research and purchasing.
- Share job-related information, discoveries, and questions with co-workers.
- Engage in online professional development through training and conferences.
- Utilize internet and intranet resources to improve the quality of service delivery to citizens of Washoe County and streamline internal County operations.

## **Personal Use**

Washoe County electronic devices may be utilized for personal use upon occasion but at no time should this become an individual's primary means of accessing the internet for personal use, nor should that usage interfere with the completion of job-related duties.

## **Prohibited Uses**

Officers and employees are expressly forbidden to misuse any Internet or Intranet access privileges in ways that may include, but are not limited to:



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- Uses that violate existing County policies, including, but not limited to, sexual harassment, discrimination and harassment, workplace violence, or other adopted County policies. This prohibition would include viewing, transmitting, or downloading material that is sexually explicit, that creates a hostile work environment, or that promotes hatred or violence. This prohibition does not apply to County employees carrying out their assigned duties.
- Unlawful activities, including violations of copyright law (17 U.S. Code §101 et seq.), or activities that are malicious or have the effect of harassing other users.
- Attempting to gain access to computers or networks to which they do not have legitimate access or violating the acceptable use guidelines of any network to which they connect.
- Improperly accessing, reading, copying, misappropriating, altering, misusing, or destroying the information/files of other users.
- Misrepresenting the County's programs or policies in their communications.
- Violating security procedures (e.g., by sharing passwords with others, or by allowing non-employees to have access to "staff-only" functions, resources, or equipment).
- Installing or operating software that compromises computer security or introduces viruses into County systems.
- Operating unauthorized software or software not in compliance with Technology Services.
- Creating any social networking presence or content creation and distribution that violates the Washoe County social media, Branding and Communication policies.

Officers and employees should contact Technology Services and/or Communications team for further guidance on acceptable and unacceptable uses of the Internet is needed.

## **Violations of Guidelines**

Individual officers and employees are responsible for their conduct as Internet users, while supervisors and managers are responsible for enforcing this policy. Unless required by law, Washoe County shall assume no liability or responsibility for, and shall not defend or indemnify an officer or employee against charges or claims resulting from, any action that is found to be in violation of any part of this policy.

As provided in County code, the County advises officers and employees that no legitimate expectation of privacy can be asserted in their use of the County's computer systems including, but not limited to, their use of the Internet whether the use is part of the officer or employee's personal or County related use.



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DEPARTMENT OF TECHNOLOGY SERVICES

The County is capable of inspecting, reviewing and monitoring employees' computer and Internet usage at any time to maintain system security and integrity, or to determine possible violations of policy or law.

County management, in consultation with designated supervisors, technical staff and Human Resources may review alleged violations of this policy on a case-by-case basis. Violation may result in cancellation of an individual's Internet access privileges. In addition, violations may result in appropriate legal action and/or disciplinary action, up to and including termination.

## **Training**

Cybersecurity awareness training will be assigned to all employees annually through the County's Learning Management System. New employees to Washoe County will be assigned the training as part of their New Employee training program.

The County's Internet and Intranet Acceptable Use guidelines will require an annual acknowledgement at the conclusion of the Cybersecurity Awareness course assigned through the County's Learning Management System.

## **Washoe County Internet and Intranet Acceptable Use Guidelines - Acknowledgment**

I have read, understand, and agree to abide by the Washoe County Internet and Intranet Acceptable Use Guidelines.

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Employee Signature

SAP EE#

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Title

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Department

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Date