

ONLINE SYSTEMS USER AGREEMENT

PLEASE READ THIS AGREEMENT CAREFULLY. THIS AGREEMENT DESCRIBES THE BASIC RESPONSIBILITIES THAT YOU ARE REQUIRED TO OBSERVE AS AN EMPLOYEE IN USING THE COUNTY'S ONLINE SYSTEMS. EMPLOYER BELIEVES THAT THIS AGREEMENT STRIKES A FAIR BALANCE BETWEEN ITS INTERESTS AND YOUR NEEDS AND EXPECTATIONS. THIS AGREEMENT HAS BEEN MADE TO PROTECT BOTH YOU AND EMPLOYER BY BEING AS CLEAR AND PRECISE AS POSSIBLE.

THIS AGREEMENT, effective as of the date shown below, by and between Employer and you, as an employee:

Section 1

USE OF ONLINE SYSTEMS

Online systems (including but not limited to online services, e-mail and Internet access) increase production and employee effectiveness, but they can become a time waster instead of a production enhancer if used without policy guidelines. Employer has total discretion over employee's access privileges and the nature of public discussions on the online system, making it a productive and stable environment.

Online systems are company property that is provided to be used for general business purposes to increase production and employee effectiveness only. To ensure the use of online systems in a productive manner, a list of guidelines has been incorporated. All employees are required to abide by the guidelines; any improper use of online systems is not acceptable and will not be permitted.

Section 2

ONLINE SYSTEMS POLICIES

2.1 Monitoring Tools. Employer routinely monitors usage patterns for its online communications. The reasons for monitoring are for leveraging online productivity as well as for better planning and management of network resources.

2.2 Blocking of Internet Access. Different access and service levels for different types of personnel may be given to employees depending on the nature of the work. Employer reserves the absolute right to block access to certain Internet sites if it becomes necessary.

2.3 Reasons for Policies.

- a. To collect data for Internet access and to ensure that productivity during work hours stays productive
- b. To track and control the flow of traffic
- c. To improve capacity planning
- d. To decrease network slowdown and keep productivity up
- e. To maintain good availability of network bandwidth
- f. To reduce cost

Section 3

OWNERSHIP OF ELECTRONIC COMMUNICATIONS

3.1 All Communications Over Online Systems Are Property Of Employer. All messages created, sent, or retrieved over the online systems are the property of Employer, and employees should not assume electronic communications are totally private. The employer reserves the absolute right to access and monitor all messages and files.

Section 4

MAINTAINING A HOSPITABLE ENVIRONMENT

4.1 Maintaining A Hospitable Environment. To ensure that online systems are a productive and stable environment, it is not permitted the transmittal, retrieval or storage of information that is discriminatory or harassing, obscene, pornographic or X-rated. It is not permitted the use of online systems for personal gain or any other purpose which is illegal or against policy or contrary to the county's best interest.

Section 5

NON-DISCRIMINATION

5.1 Non-Discrimination. It is not permitted the transmittal of messages with derogatory or inflammatory remarks about a person's race, color, sex, age, disability, religion, national origin, physical attributes and sexual preference.

Section 6

MAINTAINING SYSTEM SECURITY

6.1 Keeping the Online Systems Secure From Computer Viruses. No unauthorized downloading/uploading of software or files is allowed in order to prevent viruses from entering the county's online systems. All software downloaded must be authorized by and registered to the county.

6.2 Infringement Risk. Employee stocking of unauthorized software is illegal and therefore is strictly prohibited.

6.3 Security Awareness Training. All employees with a network account and email will be required to successfully complete a security awareness training course within 60 days of employment and repeat annually starting on or about July 1.

Section 7

PUBLIC IMAGE

7.1 Employees' Conduct in Public. County online systems are a public place for business communications, and all communications over county online systems reflect county image. All employees are, therefore, responsible to maintain and enhance the county's public image, and no abusive, discriminatory, harassing, inflammatory, profane, pornographic or offensive language or other materials are to be transmitted through the online system.

7.2 Employees' Identity. No message can be transmitted without the employee's identity. Transmittal of messages with anonymous or fictitious names is prohibited.

Section 8

COPYRIGHT

8.1 Copyright Infringement. No copying, downloading, or distributing of any of the copyrighted materials including but not limited to messages, e-mail, text files, program files, image files, database files, sound files and music files through the online systems is allowed.

Section 9

VIOLATIONS

9.1 Failure To Comply. Failure to comply with this policy may result in disciplinary action up to and including termination.