

**KENOSHA COUNTY  
BOARD OF SUPERVISORS**

**RESOLUTION NO. \_\_\_\_\_**

<b>Subject: Resolution to Approve the Technology Use Policy.</b>			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 <sup>nd</sup> Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: May 4, 2019		Date Resubmitted	
Submitted By: <b>Finance/ Admin Committee</b>			
Fiscal Note Attached:		Legal Note Attached <input type="checkbox"/>	
Prepared By: Martin Lacock, Chief Information Officer		Signature:	

WHEREAS, Kenosha County is committed to implementing policies to protect the County from forces which may access and potentially compromise the security of all operations managed by Kenosha County Information Technology Department ("IT"); and

WHEREAS, while the use of technology resources is a valuable and cost-effective tool for users of the County's network infrastructure, this use may significantly threaten IT security and County systems if users are allowed to access and use this technology without guidelines and restrictions; and

WHEREAS, this policy is written to respond to this situation and to establish guidelines and standards for the appropriate use of the County's systems and to allow the County to monitor or block access and prohibit inappropriate use of the County's technology resources when necessary, and

WHEREAS, the Finance and Administration Committee has reviewed the Kenosha County Technology Use Policy and found it to be a valuable policy worthy of inclusion with other County policies;

NOW, THEREFORE BE IT RESOLVED, that the Kenosha County Board of Supervisors adopts the Kenosha County Technology Use Policy.

Respectfully Submitted:

**FINANCE/ADMINISTRATIVE COMMITTEE**

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
Supervisor Terry Rose, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Ron Frederick, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor Michael Goebel

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Supervisor Jeff Wamboldt

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Supervisor John O'Day

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Supervisor Edward Kubicki

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Supervisor Jeffrey Gentz

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# Kenosha County Technology Use Policy

## Purpose

The use of technology has emerged as valuable and cost-effective tools for users of the Kenosha County technology infrastructure. These technologies can also pose potential problems for both employers and individual users. Kenosha County's Technology Use Policy is designed to encourage the appropriate use of the technology, while also minimizing risks.

These guidelines encourage all users of the Kenosha County technology to use common sense when they use any technologies. Anyone granted access is a trusted colleague and is expected to use all business tools appropriately. The County will comply with reasonable requests from law enforcement and regulatory agencies for access to logs, diaries, archives and other records regarding any users' technology use. Anyone granted access and using technology resources are also reminded that the County's files may be subject to disclosure under the state's public records law.

## Scope

This policy covers authorized users who access information technology resources under the control of or contracted to Kenosha County. The term "user" shall include, but not be limited to all current employees of Kenosha County, all authorized contractors, vendors and guests; and other authorized persons or entities as determined by Kenosha County.

This policy also applies to all technologies deployed, implemented, or used by Kenosha County. The term information technology resources applies to all technology, software, hardware, services, cloud-technologies, connections, and resources under the control of or contracted to Kenosha County.

## Reference Material

- Kenosha County Employee Handbook located on the County website.
- Kenosha County Social Media Use Policy located on the County website.

## Policy Statements

### General Policy

All Kenosha County technology users shall adhere to the following guidelines. Users should contact the Information Technology Division if they have any questions about any of the guidelines.

- The display of any kind of sexually explicit image or document on any County system, including related "chatroom" conversations, is prohibited and may constitute a violation of our policy on sexual harassment. In addition, such explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources except in the course or official law enforcement or investigative purposes by Human Resources, Information Technology, Sheriff's Department or authorized personnel.
- The display of any kind of offensive image or document on any County system that violates any County policies, state laws or federal laws prohibiting discriminatory or harassing activities affecting any protected group is prohibited and may constitute a violation of our policy on harassment or discrimination. In addition, such material may not be archived, stored, distributed, edited or recorded using our network or computing resources.

- If users connect unintentionally to a site that contains sexually explicit or other offensive material, users must disconnect from that site immediately and report the incident to IT.
- The County's Internet facilities and other information technology resources may not be used knowingly to violate any applicable laws, statutes or ordinances. Use of any County resources in connection with any illegal activity is grounds for dismissal and it is the policy of the County to cooperate with any legitimate law enforcement investigation of potential criminal activity.
- To prevent computer viruses or other potentially harmful computer codes from being transmitted to or through the County's information technology systems, downloading of any software or computer code is prohibited unless explicitly authorized by Information Technology. All software downloaded must be registered to and becomes the property of the County.
- Any software or files downloaded via the Internet into the County's network become the property of the County. Any such files or software may be used only in ways that are consistent with their licenses or copyrights. No user may use the County's Internet or e-mail facilities to knowingly download or distribute pirated software or data. Violations of any software license agreements or information services contracts by the unauthorized duplication of software, files, operating instructions or reference manuals are strictly prohibited.
- No technology user may use the County's Internet facilities to:
  - Download entertainment software or games, or to play games against opponents over the Internet.
  - Download images, audio files or video files unless there is an explicit business-related use for the material.
  - Upload any software licensed to the County or data owned or licensed by the County without explicit authorization from the manager responsible for the software or data.
  - Deliberately propagate any virus, worm, Trojan horse, trap-door program code or any other code that may interfere with the operation of any information technology system.
  - Knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy, functionality or security of another user. No user may use the County's Internet or e-mail facilities for personal financial gain or for political or religious activities.
- Each technology users using the County's technology resources shall identify himself or herself honestly, accurately and completely (including County affiliation and job classification where requested) when using these resources (for example, when participating in newsgroups or when setting up accounts on outside computer systems).
- Only those technology users or officials who are duly authorized to speak to the media, to analysts or in public gatherings on behalf of the County may use technology to speak/write to others in the name of the County. Other users may participate in newsgroups or other electronic forums in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an user or agent of the County, the user must refrain from any unauthorized political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the County. Only those managers and County officials who are authorized to speak to the media, to analysts or in public gatherings on behalf of the County may grant such authority to newsgroup participants. Refer to the Kenosha County Social Media Use Policy for additional guidance.
- The County retains the copyright to any material created by users in the course of their official duties, including materials posted to any forum, newsgroup or World Wide Web page.

- Copyrighted materials belonging to entities other than the County may not be transmitted by users on the County's Internet or e-mail system. All users obtaining access to other companies' or individuals' materials must respect all copyrights and license agreements and may not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy for reference only.
- The County shall be the owner of work product developed while working for Kenosha County. This work product includes, but is not limited to, all property, programs, systems, devices, patents, applications, hardware, products and other things tangible or intangible which are created, made, enhanced, modified or improved by users during employment. Users may not transfer, sell, lease, license, patent, use, franchise or gift such work product and shall not permit any other party to obtain the beneficial use of such work product without the express and written permission of the County, signed by the County Executive.
- Users are reminded that newsgroups are public forums where it is inappropriate to reveal confidential information, customer data, and any other material that would be considered confidential. Users releasing protected information via the Internet or e-mail, whether or not the release is inadvertent, may be subject to disciplinary action under existing data security policies and procedures.
- Users may use the County's technology resources for non-business research or browsing during their designated lunch time or other breaks, or outside of work hours, provided that it does not interfere with official duties and that all other County usage policies are adhered to unless prohibited by departmental or division policy or prohibited by management.
- The limited use of information technology resources for personal or charitable purposes during non-work hours is permitted, provided that permission of the user's supervisor is obtained and that consumable supplies, such as paper goods, are replaced. Use for personal gain or for secondary employers is prohibited.
- The limited use of network messaging services, such as e-mail and the Internet, for the preparation and transmission of personal electronic messages to and received from members of the user's immediate family is permitted, as long as that use does not disrupt official use of the resource.
- User IDs and passwords help maintain individual accountability for Internet, Intranet and e-mail resource usage. Any user who obtains a password or ID for an Internet, Intranet or e-mail resource must keep that password or ID confidential. The sharing or use of another user's user IDs or passwords to obtain access to the Internet, Intranet or e-mail is prohibited.
- The County has installed a variety of firewalls, proxies, Internet address screening programs and other security systems to assure the safety and security of the County's networks. Users shall not attempt to disable, defeat or circumvent any County security facility.
- Computers that use modems or third-party software solutions to create independent data connections may interfere with our network security mechanisms and can potentially be used by a third party to compromise the County's network security. Any computer used for independent dial-up or leased-line connections to any computer or network must be approved by Information Technology and must be isolated from the County's internal networks.

## Additional Guidelines

While these guidelines define how Kenosha County users can and cannot use the County's technology resources, they cannot cover every conceivable situation. That is why common sense and professional courtesy are required. For example, Internet sites can include information or images that are acceptable to some people but not others. The best practice is err on the side of caution while using these resources. The most publicized examples of inappropriate materials include those with sexually-oriented images, racism and

hate speech. These sites may include "jokes" or other offensive messages that are sometimes forwarded via e-mail to coworkers or others. It is unacceptable for such material to be identified as coming from the County.

Material on the Internet does not have to be illegal or patently offensive to be deemed inappropriate for the workplace.

Specifically, while limited personal use of technology resources is allowable, as outlined above, excessive access to non-business related sites (e.g., those that feature sports, stock and other financial data, vacation and travel planning, consumer products, and entertainment) is not allowed. The County, in its sole discretion, reserves the exclusive right to determine whether any use is inappropriate, excessive and/or in violation of this policy. Excessive use that interferes with productivity will result in disciplinary action.

Any use of the County's equipment is considered consent by the user to have such use monitored by the County at its sole discretion with or without prior notice to user. This includes messages sent and received from personal e-mail accounts on workplace computers. The use of private passwords or access codes shall not be considered a user's withdrawal of consent to such monitoring.

The guidelines outlined above are intended to cover reasonably foreseeable circumstances, but other uses of Internet or e-mail facilities could violate the Kenosha County Work Rules, listed in the County Employee Handbook. *As with any violation of work rules, inappropriate use of Internet or e-mail facilities may be grounds for disciplinary action up to and including discharge.*

This policy will not be interpreted or applied to prohibit any user communications that are otherwise protected by law.

In short, while the above sets forth explicit guidelines for technology usage, the real issue is finding ways to use all of the County's resources to promote Kenosha County's business goals. Users should therefore use the technology exclusively for business-related purposes, with the exceptions outlined above. In all circumstances, users shall conduct themselves in a businesslike, honest and accountable manner when using these facilities. This includes careful observance of copyright, software licensing and the privacy of others. .

*NOTE:* Certain terms in this policy should be understood expansively to include related concepts. County includes all of our internal Departments as well as our attached boards, offices, committees, and commissions. Internet includes the County's Intranet and associated information technology systems to include the use of County-issued equipment that is not directly connected to the County network. User includes any person given access to County Internet, Intranet and/or e-mail facilities, including classified and unclassified users of the County, interns, and limited term users. This policy also applies to contract staff, although they are not considered users of the County. Document covers any kind of file that can be read on a computer screen as if it was a printed page, including HTML files read in an Internet browser, any file meant to be accessed by a word processing or desktop publishing program or its viewer, or the files prepared for the Adobe Acrobat reader and other electronic publishing tools. Graphics includes photographs, pictures, animations, movies, or drawings. Display includes monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions and virtual-reality tools.

All users granted Internet and/or e-mail access using County facilities can view this policy on the County website, County policy acceptance website and may print a copy of this policy. This policy will also be posted on the County website so that it is always available and conspicuous to users

## Kenosha County Technology Use Policy — Acknowledgment of Receipt

I have reviewed the Kenosha County Technology Use Policy. I fully understand the terms of this policy and agree to abide by them. I realize that the County's security software may record for management use the Internet address of any site that I visit and keep a record of any network or computer activity in which I transmit or receive any kind of file.

I also indicate my explicit knowledge of the following specific policy items by affixing my initials adjacent to each:

- I am aware that this Electronic Communications Policy contains reference to policies, which have been published and distributed to users in the County Employee Handbook. Although these policies are reiterated within this policy, they do not constitute all activities by which an user may be disciplined or dismissed for violation of this policy.
- I am aware that the County routinely monitors usage patterns for its Internet communications.
- I am aware that the County has software and systems in place that can monitor and record all electronic communications usage.
- I am aware that the County reserves the right to inspect any and all files stored in public and private areas of our network in order to assure compliance with the policy.
- The display of any kind of sexually explicit image or document on any County system, including related "chatroom" conversations, is a violation of the County's policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.
- I know that any violation of this policy could lead to dismissal and that certain activities may result in criminal prosecution.