

Iowa County, Iowa
Policy Manual

Title: Computer Use	Reference #: HR027
Section: Human Resources	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

Iowa County provides computer hardware and software systems for use by County employees in the performance of their County duties. Use of computer resources is limited to legitimate County business consistent with the work assignment. Computers may be used by employees for personal business, provided such occurs during the non-working time of the employee, does not detract from the performance of the employee's duties, and does not violate the provisions of this policy as set out below. All information and communications transmitted or received by, received from, or stored in these systems are the property of the County.

Inspection and Monitoring. The County reserves the right to inspect, monitor and/or log all computer activity with or without notice, including e-mail and all World Wide Web or other Internet activity. Users should have no reasonable expectation of privacy in the use of these resources.

Unacceptable Use. It is unacceptable for any user at any time to use, submit, publish, display, or transmit on any County computer system information which:

- Violates or infringes on the rights of any other person, including the right to privacy;
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or illegal material;
- Contains any material or comments that would offend someone on the basis of his or her race, sex, age, sexual orientation, gender identity, religious or political beliefs, national origin, disability, creed, color, veteran or military status, pregnancy, genetic predisposition, or any other characteristic protected by local, state or federal law.
- Restricts or inhibits other authorized users from using the system or otherwise inhibits the efficiency of the computer system.
- Encourages the use of controlled substances or uses the computer system for the purpose of inciting crime, or
- Uses the system for any other illegal purpose.

It is also unacceptable for any user at any time to use the facilities and capabilities of the system to:

- Conduct any business activity or solicit the performance of any activity which is prohibited by law; or
- Transmit material, information or software in violation of any local, state or federal law;

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- Conduct any fund raising and public relations activities; or
- Make any unauthorized and/or personal purchases.

Employees who violate this policy are subject to disciplinary action in accordance with established personnel policies.