

## LAMPASAS COUNTY PERSONNEL POLICIES

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### SECTION 11. USE OF AND ACCOUNTABILITY FOR COUNTY EQUIPMENT AND PROPERTY

#### SECTION 11.2 USE OF ELECTRONIC COMMUNICATIONS DEVICES AND ACCESS

COUNTY ELECTRONIC EQUIPMENT INCLUDING ELECTRONIC DEVICES AND ACCESS PROVIDED TO THE INTERNET OR EMAIL ARE TO BE USED FOR COUNTY BUSINESS. THERE IS NO EXPECTATION OF PRIVACY FOR AN EMPLOYEE USING THESE SYSTEMS AND DEVICES.

USE OF COUNTY COMMUNICATIONS SYSTEMS INCLUDING CELLULAR AND MOBILE TELEPHONES, PAGERS, FAX MACHINES, COMPUTERS, ELECTRONIC MAIL, INTERNET ACCESS ARE TO BE USED FOR COUNTY BUSINESS. OCCASIONAL USE IS PERMISSIBLE IF THE LENGTH AND NUMBER OF SUCH COMMUNICATIONS ARE KEPT TO A MINIMUM. COUNTY OWNED EQUIPMENT OR SYSTEMS USED FOR COUNTY BUSINESS WILL NOT INCUR ADDITIONAL CHARGES TO THE COUNTY, INCLUDING LONG DISTANCE OR OTHER USE RELATED CHARGES.

COUNTY PROPERTY AND PRIVACY. THIS EQUIPMENT AND SYSTEMS ARE COUNTY PROPERTY AND THERE IS NO EXPECTATION OF PRIVACY FOR AN EMPLOYEE USING THESE SYSTEMS.

EMAIL AND USE OF INTERNET. EMAIL AND INTERNET SYSTEMS USED FOR COUNTY BUSINESS MAY NOT BE USED FOR ANY PURPOSE THAT IS ILLEGAL, AGAINST COUNTY POLICY OR CONTRARY TO THE COUNTY'S BEST INTEREST. SOLICITATION OF NON-COUNTY BUSINESS OR ANY USE OF THESE SYSTEMS FOR PERSONAL GAIN IS PROHIBITED.

ELECTRONIC MESSAGES AND IMAGES. EACH EMPLOYEE IS RESPONSIBLE FOR THE CONTENT OF ALL TEXT, AUDIO, OR IMAGES THAT HE OR SHE ACCESSES, PLACES OR SENDS ON COUNTY OWNED EQUIPMENT, SYSTEMS OR WHILE WORKING FOR THE COUNTY. EMPLOYEES WILL INCLUDE THEIR NAMES IN ALL MESSAGES COMMUNICATED ON THE ELECTRONIC SYSTEMS USED FOR COUNTY BUSINESS OR OWNED BY THE COUNTY.

COUNTY'S RIGHT TO MONITOR. THE COUNTY RESERVES THE RIGHT TO ROUTINELY MONITOR THE USE OF EMAIL AND/OR THE INTERNET. ALL MESSAGES CREATED, SENT OR RECEIVED ON COUNTY EQUIPMENT OR IN THE CONDUCT OF COUNTY BUSINESS ARE THE COUNTY'S PROPERTY AND MAY BE SUBJECT TO DISCLOSURE UNDER THE OPEN RECORDS PROVISIONS OF TEXAS LAW, AND SHOULD NOT BE CONSIDERED PRIVATE INFORMATION.

SOCIAL MEDIA. EMPLOYEES, APPLICANTS AND SUPERVISORS/ DEPARTMENT HEADS ARE URGED TO USE CAUTION IN THE USE OF THEIR PERSONAL SOCIAL MEDIA AS IT RELATES TO THE COUNTY AS A WORKPLACE. ANY EMPLOYEE OR SUPERVISOR WHO PARTICIPATES IN POSTINGS OR COMMUNICATIONS SHOULD BE AWARE OF IMPACT ON THE COUNTY WORKPLACE WHEN USING SOCIAL MEDIA AND MAKE EVERY EFFORT PROMOTE POSITIVE COMMUNICATIONS AND WORK RELATIONSHIPS.

ANY VIOLATION OF THESE RULES OR OTHER ABUSE WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION. IF NECESSARY, THE COUNTY RESERVES THE RIGHT TO ADVISE APPROPRIATE OFFICIALS OF ANY ILLEGAL ACTIVITIES.

NOT ALL INCLUSIVE. THIS ELECTRONICS COMMUNICATIONS POLICY SHOULD NOT BE CONSIDERED ALL-INCLUSIVE. THE ABSENCE OF A SPECIFIC POLICY OR RULE COVERING THE USE OF NETWORKS, HARDWARE, SOFTWARE, ELECTRONIC MEDIA OR SYSTEM BY EMPLOYEES OF THE COUNTY DOES NOT MEAN THAT THE ACTIVITY IS CONDONED, PERMISSIBLE, OR WOULD NOT CALL FOR DISCIPLINARY ACTION.

## LAMPASAS COUNTY PERSONNEL POLICIES

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### SECTION 11.2 USE OF ELECTRONIC COMMUNICATIONS DEVICES AND ACCESS

(Continued)

LAMPASAS COUNTY OWNS THE RIGHTS TO ALL DATA AND FILES IN ANY COMPUTER, NETWORK, OR OTHER INFORMATION SYSTEM USED IN THE COUNTY. LAMPASAS COUNTY ALSO RESERVES THE RIGHT TO MONITOR ELECTRONIC MESSAGES (INCLUDING PERSONAL/PRIVATE/INSTANT MESSAGING SYSTEMS, FACEBOOK, TWITTER, ECT.) AND THEIR CONTENT, AS WELL AS ANY AND ALL USE OF THE INTERNET AND OF COMPUTER EQUIPMENT USED TO CREATE, VIEW, OR ACCESS EMAIL AND INTERNET CONTENT. EMPLOYEES MUST BE AWARE THAT THE ELECTRONIC MAIL MESSAGES SENT AND RECEIVED USING COUNTY EQUIPMENT ARE NOT PRIVATE AND ARE SUBJECT TO VIEWING, DOWNLOADING, INSPECTION, RELEASE, AND ARCHIVING BY COUNTY OFFICIALS AT ALL TIMES. LAMPASAS COUNTY HAS THE RIGHT TO INSPECT ANY AND ALL FILES STORED IN PRIVATE AREAS OF THE NETWORK OR ON INDIVIDUAL COMPUTERS STORAGE MEDIA IN ORDER TO ASSURE COMPLIANCE WITH POLICY AND STATE AND FEDERAL LAWS. NO EMPLOYEE MAY ACCESS ANOTHER EMPLOYEE'S COMPUTER, COMPUTER FILES, OR ELECTRONIC MAIL MESSAGE WITHOUT PRIOR AUTHORIZATION FROM EITHER THE EMPLOYEE OR AN APPROPRIATE COUNTY OFFICIAL. NO EMPLOYEE SHALL BREAK ANY COPYRIGHT LAWS, DOWNLOAD ANY ILLEGAL OR UNAUTHORIZED DOWNLOADS. LAMPASAS COUNTY MONITORS ITS ENTIRE INFORMATIONAL SYSTEMS AND EMPLOYEES MAY BE SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION FOR ANY MISUSE OF COUNTY INFORMATIONAL SYSTEMS.