

County of Hawaii

Internet and E-mail Policy

Effective Date: July 1, 2003

Purpose:

The purpose of this policy is to establish acceptable use of computer resources provided to the employees of the County of Hawai'i (County) and to encourage proper usage. This shall also serve as a reminder that materials produced using County resources while under County employment, contract or assignment is the property of the County of Hawai'i and the County asserts its proprietary interest therein. This policy shall also apply to any other organization(s) or individual(s) that is (are) granted use of the equipment.

Procedures:

A. Background

The County provides Internet and e-mail access to employees to transact County business. These services are County property, the purpose of which is to facilitate County business, as such, their use is subject to County scrutiny, control and policy. These services are provided to individual employees at the discretion of the County and are a revocable privilege.

B. Internet Security

Although the Internet has provided the opportunity for information exchange among millions of users, it is currently unsecured and unregulated. It may provide opportunities for unauthorized access to other connecting networks, illegal penetration of networks by "hackers," fraudulent data manipulation, introduction of computer viruses, and many other security-related problems. Therefore, it is mandatory that each employee accessing the Internet and e-mail take proper precautions to protect County of Hawai'i's network and data from unauthorized access and tampering.

Those accessing the Internet and e-mail via County computers and/or resources should have no expectation of privacy.

C. Guidelines

I. Access

- a. Department Heads (or their designated alternatives) may request via the Data Systems Department (DSD) Computer Access Request Form for individual employees to have access to the Internet and/or e-mail through the County's systems, certifying that said employee has a business need for such access.
- b. Access to the Internet from the County's network shall be via software provided by DSD.
- c. No employee shall have access to e-mail or the Internet through the County's systems, without having received and signed the County's Internet and E-mail Policy.

II. Usage

- a. Employees may make occasional, incidental, personal use of the Internet and/or e-mail in accordance with this policy and their respective department's internal office policies.
- b. Individual employees are responsible for the appropriateness and content of material they create, transmit and/or access via the County Internet and e-mail. Prohibited Internet uses include, but are not limited to, the following:
 - Commercial for-profit purposes.
 - Chain letters.
 - Product advertisement.
 - Religious causes or political lobbying.
 - Engaging in disruptive activities such as software/information destruction or unauthorized changes to files.
 - For virus creation and/or propagation.
 - For hate mail, harassment, discriminatory remarks, intimidation or other anti-social behavior.
 - For installing or downloading any software that are not licensed by the County.
 - For game playing and gambling.

- Material with pornographic or sexual content.
- Non-work related audio and video streams.
- Using another person's account.

c. Appropriate behavior shall apply in Internet and Email usage in the County workplace. Engaging in prohibited Internet usage as noted above may result in disciplinary actions up to and including discharge by the Employer for just and proper cause.

III. Monitoring

The County will not monitor e-mail messages as a routine matter. There may be a need, however, for the County to occasionally review e-mail content for a specific business or law enforcement reason. Therefore, there should be no expectation of privacy. Communications to and from the Office of the Corporation Counsel protected by attorney-client privilege shall not be subject to monitoring in any form.

The County may further monitor general usage patterns of the Internet and e-mail to assure resources are devoted to maintaining the highest levels of business productivity.

IV. Authorization for Review

A written request for review should come from the Department Head or the Acting Department Head and approved by the Director of Data Systems. Upon approvals, the System Administrator in Data Systems will provide the necessary information, e-mail and log files to the Director of Data Systems to complete the review, with the Department head. If required, the Director of Civil Service will be involved to consult on Civil Service rules and policy.

Non-Compliance:

Any unlawful and/or use contrary to this policy may be reported to the non-compliant user's Director or Administrative head for appropriate action which may result in discipline up to and including dismissal in accordance with applicable rules, laws, and the appropriate collective bargaining agreement.

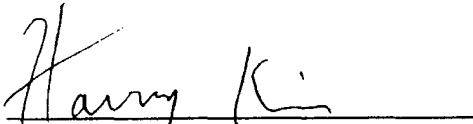
Distribution and Effective Date:

This policy shall be distributed and made available to every County employee who has access to the County Internet and e-mail system. Employees shall acknowledge receipt and their understanding of the policy by their signature on a separate acceptance page. The signature page shall be maintained for the record by DSD.

This policy shall be effective September 1, 2003.

The County reserves the right to change this policy at anytime, with such prior notice, if any, as may be reasonable under the circumstances.

Approved By:

A handwritten signature in cursive script, appearing to read "Harry Kim", is written over a horizontal line.

Harry Kim, Mayor
County of Hawai'i