

# ECTOR COUNTY ACCEPTABLE INTERNET USE POLICY

November 8, 2022

This policy sets forth important guidelines about the use of the County's access to the Internet. At this time, desktop and other access to the Internet is provided to employees when there is a necessity and the access has been specifically approved.

Ector County has provided access to the Internet for authorized users to support the business purposes of Ector County. No use of the Internet should conflict with the primary business purpose of the County or with applicable laws and regulation. Each user is personally responsible to ensure that these guidelines are followed.

Ector County may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of their usage of the Internet during County hours or while using County equipment.

Each Department Head or Elected Official will be required to identify those individuals who should have access to the Internet and the level of access based on Duty Description. If access to a particular site is required to fulfill a particular business purpose, a request for access should be made through the I.T. Department to insure there is no interference with the County's network. The County, through its I.T. Department, may restrict access to certain sites that it deems are not necessary for business purposes without notice.

*Each Department Head or Elected Official will be required to ensure all employees complete the Mandated Cyber Security Training within 45 days of being hired and renewed every Calendar year no later than the 15<sup>th</sup> of May. All certificates of completion will be due to the Ector County Human Resource office no later than the 31<sup>st</sup> of May, or all internet access will be removed along with Odyssey Navigator access for those whom have not completed the mandatory training.*

Ector County's connection to the Internet may not be used for any of the following activities:

1. The Internet must not be used to access, create, transmit, print, or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
2. The Internet must not be used to access, send, receive, or solicit sexually-oriented messages or images.
3. Downloading of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.

4. The downloading or posting of copyrighted material from any source to the County's network is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
5. Without prior approval of the I.T. Department, software should not be downloaded or installed from the Internet as the download or installation could introduce a computer virus or spyware onto the County's network.
6. Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to newsgroups that may be mistaken as the position of Ector County.
7. Employees should guard against the disclosure of confidential information through the use of Internet e-mail or newsgroups.
8. The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
9. The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organization, chain messages or other non-job-related purposes.
10. The Internet must not be used to access personal e-mail, chat rooms, streaming audio, videos, news stations, or any social media. The only authorized social media will be County Office Department approved Facebook. The listening of Internet radio stations is not authorized and viewing of online videos dramatically reduces the stability and quality of the County's network.

**Failure to follow any of the above conditions of Internet Use may result in disciplinary action and/or restricted access to the Internet in accordance with Ector County Policy.**