



ADMINISTRATIVE POLICY MANUAL	SECTION Personnel	NUMBER AM-903.1	EFFECTIVE DATE Insert
	SUBJECT Information Technology Use		PAGE 1 OF 5

POLICY:

Indian River County provides employees with access to and use of a variety of information technology resources. These resources are provided to employees in an effort to allow them to be more efficient, productive, and to have access to information that is necessary for them to carry out their responsibilities as an employee of the County. Employees are expected and required to use these information technology resources in a manner consistent with their position and work responsibilities with the county.

COMMENT:

1. Definition:

Information Technology Resources: For the purpose of this policy, the County will define Information Technology Resources as any equipment, hardware, or software that is assigned and available for employees to use in the course of their employment. These resources include, but are not limited to, the following: printers, fax machines, software applications, Internet access, voice mail, e-mail, and personal computers.

2. General Provisions:

a. The County's Information Technology Resources are designed for county business use only. Unacceptable uses of the County's Information Technology Resources include, but are not limited to, the following:

- 1) Unauthorized use.
- 2) Illegal purposes.
- 3) Transmittal of threatening, abusive, obscene, lewd, profane or harassing material which suggests any lewd or lascivious act.
- 4) Intentionally preventing or attempting to prevent the disclosure of your identity with the intent to frighten, intimidate, threaten, abuse or harass another person.
- 5) Transmittal of material which is confidential to the County.



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- 6) Disruption of network services, such as distributing computer viruses.
 - 7) Interception or alteration of network packets.
 - 8) Use of someone else's identity and password or access to information technology resources without proper authorization.
 - 9) Attempt to evade, disable, or "crack" passwords and/or other security provisions of systems on the network.
 - 10) Reproduction and/or distributing copyrighted materials without appropriate authorization.
 - 11) Private commercial ventures, personal gain, religious or political causes or other non-job-related solicitations.
- b. Employees are to be provided access to County Information Technology Resources only if authorized by their department head or designee.
 - c. The County reserves and intends to exercise its right, as is reasonably necessary, to search, review, audit, intercept or access an employee's use of the Information Technology Resources provided to the employee to the extent allowed by law.
 - d. All work products created through the use of Information Technology Resources are the property of the County. Any material developed, composed, sent or received, using County provided Information Technology Resources and will remain the property of the County.

3. Disciplinary Action:

Any employee found to have violated any of the unacceptable uses outlined in this policy at any time will be subject to discipline up to and including discharge from employment with the County.



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4. Public Records:

- a. Electronic mail (e-mail) messages made or received by County employees in connection with the transaction of official business are public records.
- b. As a public record, an e-mail message is subject to the statutory restriction on destruction of public records. Courts now recognize the existence of "transitory" communication. These transitory communications have only communicative value which is lost as soon as the communication is received, but they are still public records. Destruction of this type of record is permitted once the record is obsolete, superseded or its administrative value is lost. An example of this type of e-mail message is as follows: "Joe: The meeting has been changed from 2:30 p.m. on the 9th to 3:00 p.m. on the 10th." Destruction is also permitted when records have lost their legal, fiscal, administrative or historical value.

5. Social Media Procedure:

- a. The following Social Media Procedure provides guidelines and requirements for posting Indian River County business related content on non-County owned Internet sites. These sites are governed by the Terms and Conditions along with the Privacy Policy as defined on each site. It is the responsibility of each department director, whose department has a social media site, to ensure staff adheres to the Terms and Conditions of the social media sites. Social media sites must be approved by the County Computer Services Division and the County Administrator. Facebook, Twitter, YouTube, Instagram, and Nextdoor are approved sites.
- b. The director of the department requesting the account must request County Administrator approval, in writing, for the creation of accounts for posting County content on non-County owned social media sites. The County Computer Services Division is responsible for account creation and maintaining passwords and login information for each site. Primary social media sites for Indian River County will be maintained by the County Computer Services Division.
- c. The name of a site will include Indian River County and the division or program name. Only official department/division logos are to be used on the site.



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- d. The director of the department creating the account will be responsible for approving staff members to maintain the site. Approved staff members will use only those computers approved by the Computer Services Division while within the County computer network.
- e. The director of the department posting any County content will be responsible for assuring all information is current, accurate, and appropriate for dissemination to the public. In all cases, postings must be professional, courteous, and pertain specifically to official County business and promotion of County programs or events.
- f. The purpose of these sites is to send information out. Staff will not reply to comments posted by site visitors, unless the County Administrator approves a compelling reason for two-way communication. Staff may answer questions asked in post comments using the private chat feature of the social media site.
- g. Launching a site creates a responsibility for the registering department to be active in the maintenance of the site. Responsibilities of the site moderator include:
 - 1) Posting fresh material in a timely fashion to keep site subscribers interested and engaged.
 - 2) Responding to comments in a timely manner if two-way communication is enabled.
 - 3) Deleting sites that are dormant.
- h. As with all communications, all public records requirements and laws apply to these sites. As the County does not own or operate these sites, information posted or received must be maintained in electronic format by the County Computer Services Division and shall be available to print upon public records request, for the applicable retention period, in order to fulfill public information requests should the site go down or be abolished.



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- i. Indian River County reserves the right to remove or hide inappropriate content, including, but not limited to:
- Profane language or content;
 - Personal attacks;
 - Sexual content or links to sexual content;
 - Content that includes unlawful conduct;
 - Comments that are clearly off topic from the posted topics;
 - Advertising services, entities, products or solicitations of commerce;
 - Spam or links to other websites, pages, or accounts;
 - Information that may compromise the safety or security of the public or public systems;
 - Content that defames any person, group, or organization.

JASON E. BROWN _____ DATE _____