



# Henderson County Technology Policy

*Network Computer Software Hardware Email Internet*

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Approved by Henderson County IT Committee  
Approved 07/08/08

# HENDERSON COUNTY ATHENS, TEXAS

## TECHNOLOGY POLICY

Network, Computer, Software, Hardware, Email and Internet

### I. Policy Overview

The Computer/Network/Software and Internet connections you use at work are all owned and maintained by the County and as such, all County owned computers and networks will be subject to review and/or inspection, random or specific, at any time by the County to enforce County computer and Internet policy as it applies to usage by employees and/or contractors utilizing County owned computers and Internet connections.

County networks and/or your computer will record usage of where you have been on the Internet along with email history. These files belong to Henderson County and may be audited for activity at any time.

An Official Henderson County Email address is "designated name" @co.henderson.tx.us. Any Official Henderson County address is intended for Official County business only and all mail is the property of Henderson County.

Using Official Henderson County Email for any personal economic transaction of any nature is not permitted. Users are not permitted to send or receive chain letters (mass forwarded mail), viruses, and obscene or otherwise offensive material through *Official Henderson County Email*.

County Employees and Officials have no right to privacy with regard to Internet or Email use. The Internet and Email are provided solely for the support of County tasks, job duties and professional activities in performance of your position duties.

Any County employee who shall knowingly and intentionally violate any of the provisions of this policy may be subject to disciplinary action which may include termination.

### II. Procedure

#### A. Acceptable Use

1. Communication with professional associations, government, universities, business and/or individuals associated with the facilitation of County business, research, and education efforts as authorized by the Department Head/Elected Official.
2. Distribution of information to the general public whereby such information is made available under the County guidelines and policies for the release of information and the Freedom of Information Act.

3. Incidental communication among and between Henderson County authorized users and professional colleagues which facilitates work assignments and professional development or debate in a work related field of knowledge.
4. Only the following internet protocols are permitted:
  - i. http (World Wide Web)
  - ii. https (Secured World Wide Web)
  - iii. ftp (File Transfer Protocol)

Additional protocols will be permitted if approved by the Henderson County Information Technology Department.

5. Use of the Internet is a privilege, not a right. Use will be limited to County business and not to attend to personal matters.

#### B. Unacceptable Use

1. Use of the Internet will not impede the conduct of County business.
2. Employees will not install, load or copy any software, programs or applications on County computers. Any software loaded to County computers must be owned by the County, in addition to being approved and installed by Henderson County Information Technology Department.
3. The Internet or County Email will not be used for any personal monetary interest or gain.
4. Employees will not subscribe to mailing list of mail services for personal use and will not participate in electronic discussion groups (i.e., list server, Usenet, newsgroup, blogs, chat rooms) for personal purposes.
5. Internet use shall not cause the County to incur a direct cost in addition to the general overhead of an Internet connection; consequently, an employee is not permitted to store or print personal Internet material.
6. Employees will not gain unlawful access to information or computers and communication resources.
7. Employees will not introduce or experiment with malicious code such as computer worms or virus, hacking tools, or similar material.
8. Employees will not participate electronically in any illegal, fraudulent, gambling or malicious activity; political activity; entertainment (including games, radio and video); religious promotion; or activity on behalf of organizations or individuals having no affiliation with Henderson County.
9. Employees will not transmit material in violation of applicable copyright laws or patents.

### III

10. Employees will not participate in the intentional sending of messages that are likely to result in the loss of recipient's work or system and any other types of use which could cause congestion of the Network, interfere with the work of others, or circumvent any system intended to impede the security of any users or County Network.
11. Employees will not generate, store, transmit or use any data or other matter (i.e.; visual, textual or auditory entity) which is abusive, profane, racist, sexist, threatening, or offensive.
12. All passwords to gain access to non-County internet sites must not be the same passwords used on any Henderson County computer system.
13. Employees will not participate in any mass emailing using Henderson County list other than that of an official business content.
14. Employees will not visit any site with questionable abusive, sexual, profane, racist, threatening or offensive contents.

C. County Email, Internet and Network Security and Management

1. Access to official County data (databases, images, documents, etc.) must be requested in writing to the helpdesk by a Henderson County elected official or Department Head. This request can only conform to the data owned by that department and no other department.
2. No wireless devices of any kind can be installed or attached to any Henderson County network system at any time. Such devices found will be disabled and removed without notice or warning.
3. To maintain a required level of security from unwanted access, or attempted unauthorized intrusion, system logs are maintained of all incoming Internet traffic (traffic not originating from inside the County Network). These logs are reviewed by the Henderson County Information Technology Department.
4. Outgoing Internet traffic is logged as a function of Network security system.
5. Certain websites may be blocked by web filtering software based on website content (i.e.; gambling, adult content, games, Webshots, Weather bug, etc...). If an employee, Department Head or Elected Official discovers an inappropriate website and wishes to have that website blocked, a written request to the Helpdesk should be made.
6. Henderson County Information Technology Department will immediately address any abuse of the Henderson County Network with the appropriate officials for resolution.

7. All incoming email sent to a County address is filtered prior to delivery in personal email boxes. This filter searches the individual emails for items such as attachments, pictures, language and other like items. This could cause the delivery of the email to be delayed. If the email is deemed inappropriate, the County Official or Department Head is notified. Upon notice it would be at the discretion of the County Official or Department Head to determine if the email will be released to the recipient.

#### D. User Access

1. Each County Official or Department Head is responsible for requesting employee's network access. A written request to helpdesk via email will serve as a formal request. The full employee name, department position and what file privileges are to be given, must be submitted in the request.
2. Immediately upon employment separation it is the responsibility of the County Official or Department Head to send a written request to the Helpdesk via email to cancel all network access for the departing employee. If this is not completed and access remains active, it leaves our network in a security threat and compromises the integrity of the Henderson County network.

#### E. User Agreement and Security

1. Each department and each user must maintain a high level of physical security for each machine entrusted to the care of that department and that individual to prevent unauthorized access to the Henderson County network. When an employee has logged onto the network, the level of access assigned to the user is available to anyone using that computer. Thus anyone sitting at the computer (other employees, visitors, vendors, reporters, contractors, jail inmates or trustees) will be able to enter, view, change, or delete data on the same level of access. This compromises the integrity of the data of Henderson County network, and in some cases it is illegal to disclose the information without a court order or permission from a specific level.
2. At any time you leave your computer, lock and secure your data. At the end of each day completely log off any and all programs and then log off your computer.
3. Do not divulge any computer or program password to anyone. Should another person request your password for any reason whatsoever, please report this immediately to your Department Head. Always secure your password should you write it down. Never identify the password as your password, record it in a document or file, attach the password to the terminal, keyboard, or desk.
4. Non-employees are expressly forbidden from using any terminal (except public access terminals) without proper authorizations.

5. With the approval of the Department Head/Elected Official, users may access personal email accounts using the County Network. Doing this will be the responsibility of the individual user and will be at their own risk. Should the use of personal email accounts cause problems or damage to any computer, software or network property, the individual user will be at fault and the incident will be considered as a violation of policy and immediate corrective action will be taken.
6. With the approval of the Department Head/Elected Official, users may access an instant messaging system for business use only and will be at their own risk. Should the use of an instant messaging system cause problems or damage to any computer, software or network property, the individual user will be at fault and the incident will be considered as a violation of policy and immediate corrective actions will be taken. During the use of any instant messaging system absolutely no file transferring will be allowed.
7. Should you ever experience problems with County provided software or hardware, you must report the problem to the Henderson County Helpdesk. It is preferred that a detailed description of the problem is submitted via email to helpdesk. If your email is not functioning properly, have a co-worker submit the email on your behalf. This allows a trace record of the problem. If the network is down and no means of electronic submittal is available, you then call the helpdesk phone listed in the County Telephone List and leave a message. Remember, if an email is not sent, or a phone message left, there is no record of a call.

#### F. Violations and Enforcement

1. The privilege of Internet and County Email may be revoked at any time for unacceptable use. Such use includes, but is not limited to, the placing of unlawful information on a system, and the use of abusive and/or otherwise objectionable language in either public or private messages.
2. Violation to the Henderson County Internet and County Email policy will be reported to the elected Official/Department Head and appropriate authorities. If any dispute within a department is not corrected within three attempts of the first offense, the Information Technology Department will take the dispute before Commissioners' Court for an appropriate resolution and/or action.
3. Any unlawful use of County Internet or County Email or use in violation of this policy may result in discipline up to and including dismissal. Unlawful use will result in referral for criminal prosecution.
4. In the event that Henderson County incurs a cost due to employee negligence or misuse, the employee will be responsible for reimbursement of that cost.
5. There are many state and federal laws regarding computer crimes. Certain violations may result in a person being charged with a criminal offense, ranging from a Class A misdemeanor to a first-degree felony.

## VI

### III. Acceptance

I have read Henderson County's Technology Policy for computer, software, hardware, email and internet and agree to abide by it as it is stated and intended. I understand that this Acceptance will become a part of my employment file.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date of Signature

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Recommended by the **Henderson County Information Technology Department** and  
Approved by **Henderson County Commissioners' Court** on **July 8, 2008**.