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Subject: **Computer Usage and Computing Environment**

Policy: The 9-1-1 Authority provides computer systems for use of its consulting contractor in the conduct of official 91-1- Authority business. Contractor employees are required to comply with all official 9-1-1 Authority computer systems policies that apply to them as end-users, including adherence to all Information Technology Security Procedures.

Purpose: To ensure that all persons using computer equipment and software systems provided by the 9-1-1 Authority understand the expectations of their usage of said equipment, software and systems.

Definitions

- **Computing Resources:** Computer, network, or data equipment, and/or services, leased, owned, or contracted for or by the 9-1-1 Authority, to include:
 - Computer and network hardware.
 - Computer software, application systems, and programs.
 - Data such as records, files, logs, and images which are

or have been stored electronically or transmitted using 9-1-1 Authority property.

- Messages such as e-mail, created, stored, or viewed on such computer.
- Computer or network services, such as Internet, intranet, e-mail systems, and other programs or applications that reside within or operate as part of the 9-1-1 Authority's computing environment.

- **Approved Software:** Software or programs that are:
 - Approved for use by the manager of the unit.
 - Approved for use in the 9-1-1 System.

Access: The 9-1-1 Authority is able to monitor or examine messages, data, or software that involves its computing resources. As the owner of the computer systems, the 9-1-1 Authority reserves the right to periodically examine, as it deems appropriate, any messages, data, or software left on or transmitted using the 9-1-1 Authority's computing resources, including electronic logs and usage records.

- Employees should assume that such messages, data, or software are not private/confidential.
- The contents of computer and electronic mail are subject to the Colorado Open Records Act, court order, or a legitimate 9-1-1 Authority business inquiry. Therefore under certain circumstances, the 9-1-1 Authority may disclose the contents to the public.
- At the 9-1-1 Authority's discretion, messages, data or software deleted from computing resources may be retrieved.

Internet Usage

The 9-1-1 Authority uses software and systems to monitor and record the Internet usage for each user. The 9-1-1 Authority reserves the right to block accesses

from within its networks to any sites deemed inappropriate or which have a detrimental effect upon network performance. Users should not have any expectation of privacy as to their usage of Internet World Wide Web sites, file transfers, chat sessions, and/or online subscription or delivery.

E-mail

E-mail or other computer generated messages that are to be broadcast by users must be considered public and not be broadcast to any sites deemed offensive.

Security

Users are required to read, understand, and comply with all policies contained in the 9-1-1 Authority Policy and Procedure Manual pertaining to end-users. Failure to comply with security policies may result in discipline, up to and including termination.

Misuse of Computing Resources

Users are expected to properly use the computer resources available to assist in the performance of their assigned job. Computer misuse may result in discipline, up to and including discharge.

Examples of misuse include, but are not limited to, the following:

- ü **Excessive or Inappropriate Use:** A users access to the Internet or use of any computing resources may be terminated or limited at the discretion of the employee's immediate supervisor, if the usage is interfering with the performance of duties or is otherwise deemed inappropriate.

- ü **Offensive Material:** A wide variety of materials

available on the internet or received by e-mail may be deemed offensive. These materials include, but are not limited to sexually explicit material and material that includes racial, ethnic, religious, or sexist slurs. Users are not to use the 9-1-1 Authority's computing resources to intentionally, view, store, print, or redistribute any such document or graphic file.

- ü **Personal Economic Gain:** The 9-1-1 Authority's computing resources must not be used in any fashion for personal economic gain, including private businesses or gambling activity.
- ü **The Fair Campaign Practices Act:** Provisions must not be violated through personal usage of the computer, if such usage might influence the outcome of an election.
- ü **Software Usage:** The installation and use of software must be approved by the immediate supervisor or the 9-1-1 System Manager. Usage of approved software must comply with all licensing requirements.
- ü **E-Mail Misuse:** E-mailed chain letters, jokes, personal messages, and goods for sale should not be broadcast. Offensive and inappropriate material should not be contained in any e-mail messages.