



COUNTY OF CALDWELL
HUMAN RESOURCES DEPARTMENT
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E-MAIL POLICY

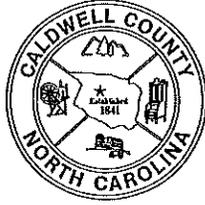
Caldwell County has established a policy with regard to access and disclosure of electronic mail messages created, sent or received by County employees using the County's electronic mail system.

Caldwell County intends to honor the policies set forth below, but must reserve the right to change them at any time as may be required under the circumstances.

1. The County maintains an electronic mail system which is provided to assist in the conduct of business.
2. The electronic mail system hardware is County property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of the County. They are not the private property of any employee.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-related solicitations.
4. The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The County reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the County without the permission of the employee.

7. **The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.**
8. **Notwithstanding the County's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the employee.**
9. **Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission.**
10. **Any employee who discovers a violation of this policy shall notify their supervisor.**
11. **Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including discharge, as outlined in the Personnel Ordinance.**

Visit our web site at <http://www.caldwellcountync.org>



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INTERNET CODE OF CONDUCT

Access to the Internet has been provided to staff members for the benefit of the organization. It allows employees to connect to information resources around the world. Every staff member has a responsibility to maintain and enhance the County's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the County's public image, the following guidelines have been established for using the Internet.

Acceptable Uses of the Internet

Employees accessing the Internet are representing the county. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts.

Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-County Business, or any use of the Internet for personal gain is strictly prohibited. Use of the internet must not disrupt the operation of the County network or the networks of other users. It must not interfere with employee productivity.

Communications

Each employee is responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet shall have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the

Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language is transmitted through the system. Employees who wish to express personal opinions on the Internet are encouraged to obtain their own usernames on other Internet systems.

Software

To prevent computer viruses from being transmitted through the system there will be no unauthorized downloading of any software. All software downloads will be done through Information Technology Services.

Copyright Issues

Copyrighted materials belonging to entities other than Caldwell County may not be transmitted by staff members on the Internet. One copy of copyrighted material may be downloaded for you own personal use in research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by the County or Legal action by the copyright owner.

Security

All messages created, sent or retrieved over the Internet are the property of Caldwell County, and should be considered public information. The County reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Harassment

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted.

Violations

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, the County will advise appropriate legal officials of any illegal violations.



Caldwell County Email and Internet Systems Acknowledgment Form

As an employee of Caldwell County, I (print) _____,
recognize and understand that the County's *email* and *internet* systems are to be used for conducting the County's business only. I understand that use of this equipment for private purposes is strictly prohibited. Further, I agree not to access a file or retrieve any stored communication other than where authorized unless there has been prior clearance by an authorized County representative.

I am aware that the County reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the County's email and internet systems at any time, with or without employee notice, and that such access may occur during or after working hours. I am aware that use of a password or code does not restrict the County's right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from employment.

I acknowledge that I have received a copy of the County's policy. I also acknowledge that I have read and that I understand this notice.

Signature of Employee

Department and Division

Date

CC: Employee
File