

## **Internet Access Policy**

**Purpose:** The purpose of the Harnett County Technology Use and Internet Access Policy is to set certain acceptable parameters for employees who have access to technology and to place such employees on notice that misuse of the County technology carries certain penalties.

**Ownership:** It should be understood by all Harnett County employees that all County technology devices and all data stored in such devices are the property of Harnett County and may be accessed, shared, stored, moved, and deleted at any time.

**Policy:** It is the policy of Harnett County that all employees who have access to technology do not misuse such a privilege and use such access for acceptable and legitimate purposes. Therefore, the County provides the following guidelines for all users of Harnett County computers:

- A. Use of County resources for accessing the internet and other public networks is primarily for work-related purposes.
- B. Employees must act responsibly when participating in discussion groups on any public network.
- C. Employees will not download any unapproved software from the internet without prior approval from the Information Technology (IT) Department.
- D. Employees will not use Real Player, iTunes, Spotify, or any other online music software while on Harnett County time.
- E. Employees shall not abuse their internet privilege by using this access to express his or her political views, showcase his or her opinions on controversial issues, or act in any other way that would tend to reflect negatively on the County.
- F. Employees will not send or display any obscene or disruptive messages, files, or images that may contain explicit language, excessive violence, nudity, or any other form of indecent content.
- G. Employees will only share confidential or personally identifiable information through approved secure communication options.

### **Monitoring Responsibilities:**

- A. It shall be the responsibility of the immediate Supervisor or Department Head to remind his or her employees on an as needed basis of this policy and the importance of adhering to its mandates. In addition, Supervisors or Department Heads must also monitor an employee's internet access in order to avoid violations.
- B. The IT Department shall monitor all internet traffic of all County employees to ensure that this policy is followed and adhered to.

**Violations:** Any violation of this policy shall subject an employee to any number of adverse actions as described in Article IX depending on the number, nature, and severity of the offense.