

POLICY No. 750	Approved by: Yuma County Workforce Development Board
INFORMATION TECHNOLOGY	Effective Date: February 12, 2020

PURPOSE:

This policy provides a general standard for the use of the Yuma Private Industry Council's (the Council) Information Technology (IT) resources and advises authorized users of acceptable and prohibited use in order to support the Council's business strategies, individual department goals, and the efficient and effective delivery of services to Staff and Clients of ARIZONA@WORK-Yuma County.

SCOPE:

This policy applies to all users, including employees of the Council, employees of Service Providers, One Stop Operator (s), contractors, consultants, vendors, clients, service providers, and interns working for, providing a service, or utilizing a service of/to the Council. This policy shall apply to all equipment owned or leased by the Council.

POLICY:

Ownership of Equipment:

All IT and communication equipment is considered property of the Council, regardless of their physical location or the form in which they are maintained. The Council reserves the right to seize any IT equipment, or communication devices provided by the Council, without notice to a user.

No Expectation of Privacy:

User should not have an expectation of privacy when using any IT or communication device, service, system, network or any data including e-mail messages. Users should be aware that all activity undertaken on any Council's IT assets and services including legitimate Workforce Development business purposes, minimal personal use, violations of acceptable use or any other purpose is subject to monitoring, recording and intervention by the Council's authorized personnel.

Acceptable Use of IT Resources:

IT services and equipment including e-mail and Internet are provided to users to perform official business for the Council. Limited and incidental use for personal, non-business reasons is allowed as long as it is of a minimal frequency and duration. This activity shall not interfere with user's job performance. This activity shall not violate any laws or regulations. This activity shall not occur in support of a personal business.

E-Mail:

Users shall use their official/work e-mail in a proper manner. User shall not knowingly transmit, retrieve or store any data that is:

- Discriminatory or harassing
- Derogatory to any individual group
- Obscene or pornographic
- Defamatory or threatening
- In violation of another users privacy
- Propagates any computer virus or malware

The following activities are strictly prohibited:

- Users shall not broadcast unauthorized or personal messages with the Council's e-mail address
- Unauthorized use or forging of e-mail header information
- Conducting commercial/private business transactions or supporting a commercial/private business while using the Council's owned equipment
- The disclosure of protected data (confidential, private, or best interest) via electronic means without proper authority

Internet:

Accessing any inappropriate Internet site is prohibited, including:

- Obscene, hateful, harmful, malicious, hostile, threatening, abusive, vulgar, defamatory, profane or racially, sexually or ethnically objectionable sites
- Participation in chat rooms not related to assigned job responsibilities

- Playing games
- Selling, or promoting the sale of, merchandise for personal gain

The Council's IT Department utilizes a web filter to assist with the blocking and logging of Internet sites visited while connected to the Council's network. This is to prevent access to websites or material that may not be suitable for the work environment. From time to time, "safe" websites may be inadvertently blocked. If such an instance occurs, a request to unblock site access may be made through your department head or designee for IT review.

Internet usage on the Council's network is subject to monitoring and logging. Inappropriate use of the Internet or attempts to bypass security restrictions shall be documented and reported to Human Resources.

System and Network Activities:

The following activities are strictly prohibited:

- The installation or distribution of "pirated" software products that are not appropriately licensed for use by the Council.
- Unauthorized copying and distribution of copyrighted material including, but not limited to, photographs, books, music and software.
- Introduction of malicious programs into the Council's network (e.g. viruses, worms, Trojan horses, e-mail bombs, etc.)
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Executing any form of network monitoring software which will intercept data not intended for the employee computing device.
- Circumventing user authentication or security of any computer, network, communications device or account.
- The installation of games, music/video players and software that has not been authorized by Agency IT Dept.
- The use of personal network devices. (e.g. Switches, routers, wireless access points, home computers). All devices connecting to the Council's network or Information Systems must be approved by the IT Dept and are subject to monitoring.

Accountability:

All Council employees, service providers, contractors, consultants, vendors and interns accessing the Agency network or Information Systems must log-in using their unique login credentials. Login credentials should be requested through Human Resources.

All new users are required to read and sign the Acceptable Use Policy prior to accessing the Council's technology resources. Failure to do so may result in delayed account creation and restricted network rights.

If an employee's termination/transfer occurs, it is the responsibility of Human Resources to notify the IT Dept in order to update the employee's network access in a timely manner. The IT Dept will assist Human Resources to request and inventory any assigned equipment (e.g. laptops, tablets, portable devices) prior to the employee's transfer to another department or departure from the Council.

Notice of Acceptable Use of IT:

The Council shall make this policy available to all authorized users and prospective users by posting on the Council's website.

User Responsibilities:

All Authorized Users:

- Are responsible for understanding and adhering to this policy.
- Must sign and submit an Acceptable Use Acknowledgement Form.
- Must Log-In whenever accessing the Council's network or Information Systems.
- Should understand that using Council's provided equipment and software has no expectation of privacy in the use of these tools or any content therein.
- Are required to keep all electronic communications professional and follow established policies regarding workplace professionalism.
- Are responsible to protect and secure the Council's resources from non-authorized or improper use.

- Must contact the IT Dept immediately if they believe accounts or systems have been tampered with or their password has been compromised.

Department Managers:

- May set a reasonable use of Internet guideline for their department.
- May investigate excessive network traffic or bandwidth usage.
- Shall notify the IT Dept of any changes of access rights of their users.

Yuma Private Industry Council, Inc. (YPIC)

ARIZONA@WORK/Yuma County

Acceptable Use of Information Technology Resources Policy

Violation of the IT Policies will lead to disciplinary action by the Council up to and including termination of employment. Infractions will be reported to Human Resources.

I, (printed name) _____,

acknowledge that I have read and understand the Acceptable Use of Information Technology Resources Policy. I further understand that failure to follow the provisions of the Policy may lead to loss of IT resources and privileges.

I also acknowledge and understand that, depending on the seriousness of the specific violation and / or damage caused to the Council resources that disciplinary action, up to and including termination, may be imposed.

By signing below, I agree to abide by this Policy:

Name: _____

Date: _____

This document will be placed in your personnel file