

SOCORRO COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION № 2009-33
ESTABLISHING A POLICY FOR INTERNET USAGE

WHEREAS, the Board of County Commissioners met in a regularly scheduled meeting on Tuesday, March 24, 2009 at 6:00 p.m. in the Socorro County Annex Building 198 Neel Ave., Socorro, New Mexico 87801; and,

WHEREAS, NMSA 1978, Section 4-38-13 (1953) provides that board of county commissioners shall have power at any session to make such orders concerning the property belonging to the county as they may deem expedient; and,

WHEREAS, proper internet use by Socorro County Employees conducting County business with computers and other devices owned by the County of Socorro is essential for the efficient operation of county government, for the protection of county property and for maintaining a safe & healthy work environment.

NOW THEREFORE, BE IT RESOLVED, by the Socorro County Board of County Commissioners that the following Policy for Internet Usage is hereby enacted:

Policy: Access to the Internet through the Socorro County is a privilege. Users granted this privilege must adhere to strict guidelines concerning the appropriate use of this information resource. Users who violate the provisions outlined in this document are subject to disciplinary action up to and including termination. In addition, any inappropriate use that involves a criminal offense will result in legal action. All users are required to acknowledge receipt and understanding of guidelines contained in this document.

Purpose: To define policies and procedures for access to the Internet through the Socorro County network infrastructure.

Scope: This policy applies to all personnel with access to Internet and related services through the Socorro County network infrastructure. Internet Related services include all services provided with the TCP/IP protocol, including but not limited to Electronic Mail (e-mail), File Transfer Protocol (FTP), and World Wide Web (WWW) access. Internet access includes connections via DSL subscriptions, phone modem access, server-to-Internet access or T1 line access.

Procedure:

1.0 ACCEPTABLE USE

- 1.1. Access to the Internet is specifically limited to activities in direct support of official Socorro County business.
- 1.2. In addition to access in support of specific work related duties, the Socorro County Internet connection may be used for educational and research purposes.

- 1.3. If any user has a question of what constitutes acceptable use he/she should check with their supervisor for additional guidance. Management or supervisory personnel shall consult with the County Manager for clarification of these guidelines.

2.0 INAPPROPRIATE USE

- 2.1. Socorro County Internet access shall not be used for any illegal or unlawful purposes. Examples of this would be the transmission of violent, threatening, defrauding, pornographic, obscene or otherwise illegal or unlawful materials
- 2.2. Use of Socorro County electronic mail or messaging services shall be used for the conduct of Socorro County, business only. These services shall not be used to harass, intimidate or otherwise annoy another person.
- 2.3. The Socorro County, Internet access shall not be used for private, recreational or other non-Socorro County related activity.
- 2.4. The Socorro County Internet connection shall not be used for commercial or political purposes.
- 2.5. Use of the Socorro County, Internet access shall not be used for personal gain such as selling access of a Socorro County user login. Internet access shall not be used for or by performing work for profit with Socorro County resources in a manner not authorized by Socorro County.
- 2.6. Users shall not attempt to circumvent or subvert security measures on Socorro County's network resources or any other system connected to or accessible through the Internet.
- 2.7. Socorro County users shall not use Internet access for interception of network traffic for any purpose unless engaged in authorized network administration.
- 2.8. Socorro County users shall not make or use illegal copies of copyrighted material, store such copies on Socorro County equipment, or transmit these copies over the Socorro County network.

3.0 INTERNET AND E-MAIL ETIQUETTE

- 3.1. Socorro County employees shall ensure all communication through Socorro County email or messaging services is conducted in a professional manner. The use vulgar or obscene language is prohibited.
- 3.2. Socorro County users shall not reveal private or personal information without specific approval from management.
- 3.3. Users should ensure that e-mail messages are sent to only those users with a specific need to know. The transmission of e-mail to large groups or messages with large file attachments should be avoided.
- 3.4. Electronic Mail is not guaranteed to be private. Messages transmitted through the Socorro County e-mail system or network infrastructure are the property of Socorro County and are therefore subject to inspection.

4.0 SECURITY

- 4.1. Socorro County users who identify or perceive an actual or suspected security problem shall immediately contact the Socorro County Information Systems Security Manager.
- 4.2. Users shall not reveal account passwords or allow another person to use their account. Similarly, users shall not use the account of another user.
- 4.3. Access to the Socorro County network resources shall be revoked for any user identified as a security risk or a demonstrated history of security problems.

5.0 PENALTIES

- 5.1. Any user violating these policies is subject to the loss of network privileges and any other Socorro County disciplinary actions deemed appropriate.

6.0 NO EXPECTATION OF PRIVACY

- 6.1. Users should not expect any information transmitted via Socorro County's systems to remain private or confidential.
- 6.2. Socorro County may monitor use of any part of County Systems at any time, without notice, at its discretion. Such monitoring may include, but is not limited to limiting size, accessing, listening to, reading, or retrieving voice mail messages, e-mail, Internet communications, or local files.
- 6.3. Users should be aware that deleted files or other communications may be retrieved and review by Socorro County Management.
- 6.4. Users are prohibited from, among other things, accessing, listening to, reading or retrieving other team members' e-mail, voice mail, or Internet communications unless specifically authorized to do so by Management.

7.0 USER COMPLIANCE

- 7.1. All terms and conditions as stated in this document are applicable to all users of the network and the Internet connection.
- 7.2. All users must agree to abide by this policy by signing the Acknowledgement of Receipt and Understanding form

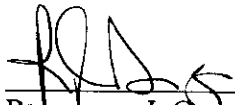
APPROVED, ADOPTED, AND PASSED on this 24th day of March, 2009.

BOARD OF COUNTY COMMISSIONERS


ROSALIND F. TRIPP, CHAIR


DANIEL P. MONETTE, VICE-CHAIR


PHILLIP ANAYA


RUMALDO J. GRIEGO




JUAN JOSE GUTIERREZ



REBECCA (BECKY) VEGA, COUNTY CLERK

Exhibit 1 - Computer and Internet Usage Policy

Exhibit 1 - COMPUTER AND INTERNET USAGE POLICY

Acknowledgement of Receipt and Understanding

Access to the Internet through Socorro County is a privilege. Users granted this privilege must adhere to strict guidelines concerning the appropriate use of this information resource. Users who violate the provisions outlined in this document are subject to disciplinary action up to and including termination. In addition, any inappropriate use that involves a criminal offense will result in legal action. All users are required to acknowledge receipt and understanding of guidelines contained in this document.

USER COMPLIANCE

All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to the loss of network privileges and any other Socorro County disciplinary actions deemed appropriate.

I understand and will abide by this *Internet Usage Policy*. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and or appropriate legal action may be taken.

Full Name _____

User Signature _____ Date _____