

RESOLUTION

97 776

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF ADOPTING A BENTON COUNTY INTERNET POLICY

BE IT HEREBY RESOLVED, by the Board of Benton County Commissioners, that the attached Internet Policy be adopted upon implementation of Internet access through the Benton County wide area network.

Dated this 22nd day of Dec., 19 97

May E Benitz
Chairman of the Board

Leo M Beerman
Member

Claude Oliver absent
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: Jeni Lynn Cabbage
Clerk of the Board

cc: Central SVCS; policy book

BENTON COUNTY INTERNET POLICY

Adopted by Resolution 97-776

In an effort to supplement the resources available to Benton County Elected Officials, Department Directors, employees, and all other related agencies, the Benton County Central Services Department will make access to the Internet available.

Benton County firmly believes that the valuable information available on this worldwide network outweighs the possibility of users procuring material that is not consistent with the goals of county service. Therefore, the County adopts the following guidelines:

The purpose of providing access to the Internet is to support research by County employees and related agencies. The Internet will provide employees with a fast and convenient resource for the exchange of information. The equipment necessary to access the Internet is the exclusive property of Benton County, and therefore any access is to be used for official business purposes only. Access to the Internet will be at the sole discretion of Management.

The County will actively monitor use of the Internet, to ensure that anyone using County access to the Internet does not engage in any unethical, illegal or unacceptable activity. Examples of unethical, illegal or unacceptable activities include, but are not limited to:

1. Seeking to gain or gaining unauthorized access to information resources.
2. Gaining, communicating, or using passwords belonging to other users.
3. Using the Internet to access, process, distribute, transmit or display inappropriate stored electronic media; obscene, libelous or defamatory material, or any material, which might undermine the integrity of Benton County.
4. Participating in "chat rooms".
5. Submitting, publishing or displaying any defamatory or obscene material, either public or private.

Along with the right to monitor Internet use, the County maintains the right to impose discipline if an employee is found to have engaged in any unethical, illegal or unacceptable activities. **Any such activity will subject the user to discipline (consistent with any applicable labor agreement) up to and including revocation of rights to Internet access and/or termination of all persons involved.**

In order to maintain network security and comply with the Department of Information Services Agreement for Internet Access Services, all employees using County access to the Internet are expected to comply with the following:

1. All files downloaded from the Internet must be scanned with anti-virus software approved by Central Services.
2. No computer used for Internet access can be running peer-to-peer network services.
3. No computer used for Internet access can be connected to another Internet Service Provider.
4. Any employee that feels he or she can identify a security concern or feels that his or her system may be infected with a computer virus should perform no further work on the computer and immediately contact Central Services.

Employees may access the Internet for official business purposes only, and Benton County shall not be responsible for any damages employees may suffer as a result of accessing the Internet for non-business purposes. This includes loss of data because of delays, non-deliveries, or user error. Use of any information obtained via County access to the Internet is at each employee's own risk.

Benton County Internet Policy

The County may update this policy from time to time, as use of the Internet evolves, to reflect changes in Internet technology and any new laws or regulations established regarding Internet use.

All existing employees subject to this policy shall be advised of their rights and responsibilities under the current policy, upon its implementation. If the policy is changed, all employees will be notified of any changes to their rights and responsibilities. All employees hired after implementation shall be advised of this policy at the time of hiring or orientation, depending upon the preference of the hiring elected official or department director. A signed and dated copy of the current policy shall be placed in the employee's personnel file, with a copy given to the employee.

I hereby acknowledge that I have received and read the Benton County Internet Policy (above).

Date

Employee Signature

Employee Name - Please Print