

information. Also, unauthorized access to a computer or computer system, or knowingly destroying a computer, computer system, computer software, or computer program, is specifically prohibited. Violators will be prosecuted to the fullest extent allowed by civil or criminal law.

**Electronic Mail and Voice Mail.** Electronic and voice mail is to be used primarily for business purposes only. It can be used for appropriate personal reasons only during non-working time. Like your computer, the County will access your email and voice mail when it deems such access necessary. Also, in use of email or voice mail for business purposes, you should be aware that such messages are not entirely confidential. They can be forwarded to others without the original sender's knowledge. Email can be viewed by others who may improperly use a password to breach the security of the system. In addition, disclosure of email messages may be required in lawsuits against the County. As a rule of thumb, nothing should be sent by email if you would not put the information in a formal memo or would not like the information to become public knowledge. Do not use derogatory, offensive or insulting language in any email or voice mail message. Finally, employees are not to access or view email that is not addressed to them or access or listen to voice mail other than their own. Employees violating this policy will be subject to immediate termination.

**Use of the Internet.** Use of the Internet is to be limited to business use, except employees may access the Internet for appropriate personal reasons during non-working time. However, pornographic or other offensive sites cannot be viewed at any time. In addition, the County prohibits the downloading or installation of any application software from the Internet onto County computers at any time. This software could contain embedded viruses or be incompatible with our computer operations. Please realize that the County will monitor Internet use.

All employees are also prohibited from participating in any web-based surveys or subscribing to any services over the Internet, unless they have written authorization from their department head.

**Social Media Policy.** We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your social media use, we have established the following guidelines for appropriate social media use. This policy applies to all employees who work for the County.

*Guidelines*

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the County, as well as any other form of electronic communication.



Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of your fellow co-workers or otherwise adversely affects the County's legitimate business interests may result in disciplinary action up to and including termination.

### *Know and follow the rules*

Carefully read these guidelines, the County's Harassment Policy and Complaint Procedure and Workplace Violence Prevention policy and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including discharge.

### *Be respectful*

Always be fair and courteous to fellow coworkers, customers and people on behalf of the County. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex/gender, disability, religion, age, gender identity, sexual orientation, or any other status protected by law.

### *Be honest and accurate*

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

### *Post only appropriate and respectful content*

Express only your personal opinions. Never represent yourself as a spokesperson for the County. If the County is a subject of the content you are creating, be clear and open about the fact that you are a County employee and make it clear that your views do not represent those of the County. If you do publish a blog or post online related to the work you do or subjects associated with the employment with the County, make it clear that you are not speaking on behalf of the County. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Dodge County."

Do not divulge confidential County information. Examples of confidential information may include information relating to pending criminal investigations in the Sheriff's Department and potential prosecution by the County Attorney's Office.



\*Employees of the County Attorney's Office or Sheriff's Office should also refer to their office's respective social media policies.

### **Use of Social Networking Websites on County Equipment or During Work Hours**

Employees are prohibited from using or accessing social networking sites on County equipment. Employees are also prohibited from using their personal equipment for social networking during working hours. Working hours are defined as an employee's scheduled shift, but exclude lunch and other break times. The County reserves the right to monitor employees' website history on County equipment to determine whether employees are complying with this policy.

### **Dodge County Mobile Device Security Policy For Employees Who Utilize Phones/Tablets for County Work Purposes**

1. All devices must be password protected.
2. Passwords or device access must not be shared with others.
3. Should a device be lost, notice must be provided to the department supervisor and managed IT service provider within one business day so the email can be removed from the device.

For employees using **personal phones/tablets** to **sync county email**:

1. Approval must be received from their department supervisor before county email access can be installed on a personal device.
2. The device must be password protected.
3. Caution should be taken to protect email if others utilize the device.
4. Should the device be lost, notice must be given to the department supervisor and the managed IT service provider within one business day so the email can be removed from the device and passwords reset.

### **Dodge County Password Policy**

#### **Overview**

Passwords are an important aspect of computer security. A poorly chosen user password may result in unauthorized access and/or exploitation of County resources. All users, including contractors and vendors with access to County systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

#### **Purpose**

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of passwords, and the frequency of change.



## Scope

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any County facility, has access to the County network, or stores any non-public County information.

### 1) Password Policy

#### a) General

- i) All passwords must conform to the guidelines described below.
- ii) If an account or password compromise is suspected, report the incident to your department supervisor and Managed IT Service Provider.

**b)** All devices used to access personal information (PI) including personal health information (PHI) must be password protected using this policy, including email access using a smartphone, iPad or other mobile device.

#### c) Guidelines

- i) **General Password Construction Guidelines**  
All County personnel should be aware of how to select strong passwords. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. Passphrases are also an acceptable way to create passwords.

For example, the phrase might be: "This May Be One Way to Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation (NOTE: Do not use either of these examples as passwords!)

## Dodge County Equipment Disposal Policy

1. All County media and devices are assumed to contain electronically stored personal information and will be wiped of all data or "sanitized," and all settings and configurations will be reset to factory defaults prior to re-use or disposal.
2. All media shall be returned to the IT managed service provider for disposal or reuse.
3. External media should never be thrown in the trash.
4. External media should never be thrown in the trash.
5. All county labeling or other identifying information will be removed prior to disposal.
6. All leased printers and/or scanner will be wiped before vendor removes device from premises.

7. Any excess equipment is generally offered to the staff for bid. Purchased equipment will be subject to Step 1 before removal.
8. The computer inventory file maintained by the clerk's office will be updated to show method of disposal (sold/recycled).