

## Wayne County - Information Technology - Policy

<b>Policy Title:</b>	Email & Internet Usage Policy		
<b>Policy #</b>	201440001 07	<b>Date Issued:</b>	07-13-2012
<b>Scope:</b>	County Wide	<b>Date Revised:</b>	1-01-2024
<b>Approved By:</b>	<b>Director of P/Human Resources Officer</b>	<b>Chief Information</b>	Page 1 of 4

**I. Overview:** Use of the Wayne County Email and Internet access is granted, as appropriate, with County network access. When properly used, Email and Internet are valuable tools that can significantly improve the effectiveness of day-to-day business operations. If misused or abused, however, both can cause serious consequences for the user and the County.

**II. Purpose:** This policy provides rules and guidelines to assure appropriate and effective use of Wayne County Email and Internet. It outlines acceptable and unacceptable Email and Internet practices that protect the County’s Information Technology (IT) resources, users, and business operation from potential threats.

The Information Technology Department and Department of Personnel/Human Resources (P/HR) collaborate with all County Departments and Agencies to support their efforts to effectively manage the use of Email and Internet by County employees and contractors.

**III. Scope:** This policy applies to all users who access Wayne County Email and/or Internet using Wayne County IT resources. All users are expected to comply with this policy, regardless of how these services are accessed. Possible access methods include Outlook, M365, VPN and any other manner including but not limited to personal devices.

**IV. Policy:** Wayne County cannot guarantee the confidentiality or privacy of user communications unless applicable law provides differently. Users have no expectation of privacy in their use of County-provided email, instant messaging, computing equipment, Intranet or Internet access, or other County information systems. County Emails are subject to Freedom of Information Act (FOIA) requests.

The Wayne County Email and Internet system, and information transmitted via email is intended for County business use. The downloading of infected, illegal, or immoral content is a violation of County policy and may be reviewed, monitored, or disclosed by Department or Agency administrators or by other authorized individuals at any time, with or without notice to users. Users should consider their Email and Internet activities as being regularly monitored and audited and govern their activities accordingly.

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The following activities are examples of acceptable and unacceptable Email and Internet use. These examples are for illustration only and do not represent all acceptable and unacceptable practices.

- Acceptable Use
  - Acquiring, using, and sharing information related to the performance of assigned responsibility with fellow Wayne County employees, business partners and clients.
  - Participating in professional development activities.
  - Limiting personal use of email to occasional communication with family and friends, independent learning activities, and public service.
  - Always obtaining a new password if the existing password may have been compromised.
  
- Unacceptable Use
  - Using the Email system in a manner that: (1) adversely affects network performance; (2) interferes with effective use by others; (3) disrupts County business activities; (4) fails to comply with Wayne County policies; or (5) divulging or distributing confidential information.
  - Examples of such inappropriate use include but are not limited to: sending exceptionally large attachments; performing partisan political activities; or conducting outside, for-profit, business activities.
  - Sharing account access or password information with others.
  - Performing illegal or unlawful activities that violate Federal, State, or Local statutes, such as: copyright infringement, libel, slander, fraud, piracy (e.g., software, film, music, etc.), defamation, plagiarism, forgery, impersonation, soliciting (e.g. pyramid schemes), computer tampering (e.g., spreading computer viruses), or any other illegal or unlawful activity.
  - Performing socially offensive or professionally unsuitable activities, such as obscenity, harassment, pornography, mass mailings, soliciting purchases, attempting to access another user’s email (unless with written permission), chain letters, intimidation, slurs referencing age, sex, sexual orientation, race, national origin, disability, religious or political beliefs; or any other personal characteristic.

Any employee, contractor or vendor found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or business relationship, in accordance with collective bargaining or other contractual agreements. Anyone who is unsure about what constitutes appropriate Email or Internet Usage should ask their manager or County business contact for further guidance and clarification.

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**V. Exceptions:**

- The IT Department restricts access to certain websites deemed to be inappropriate for business purposes. In certain situations, employees may need to access such websites for legitimate business needs, in which case an exception to a restricted website may be granted. These exceptions to restricted websites must be properly documented and submitted to IT via an approved Service Request.
- Every exception must be approved by the Chief Information Officer or designate and requesting Department or Agency manager.

**VI. Responsibilities:**

- The Chief Information Officer and Personnel Director (or designee) approves the policy and any exceptions.
- The IT Policy Review Committee provides a forum for reviewing and validating changes to the policy annually.
- IT assures that the policy receives and annual maintenance review.
- Wayne County Department and Agency managers are responsible for requesting appropriate assignment and timely cancellation of Email and Internet access privileges.
- Email account holders (i.e. anyone with a Wayne County Email account) comply with this policy every time they use County Email and Internet.
- Email Account holders use their best professional judgement in writing Emails, following the applicable Email Etiquette guidelines provided in the Employee Handbook.

**VII. Related Documents: Contend / Edit Area**

- DoIT System Access Policy
- Wayne County Acceptable Use Policy
- Mobile Device Policy
- Freedom of Information Act (FOIA)

**VIII. Definitions: Contend / Edit Area**

**IX. Revision History:**

- **Created** 05-30-2012 Version 01 George Brown DoT
- **Modified** 06-05-2012 Version 02 Tish King PHR
- **Modified** 06-12-2012 Version 03 Jeff Small DoT
- **Modified** 06-13-2012 Version 04 Hector Roman DoT

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- **Modified**    06-25-2012    Version 05    Jeff Small    DoT
- **Modified**    04-05-2018    Version 06    Carlos Perez    DoIT
- **Modified**    09-01-2023    Version 07    P-HR/IT    PHR

**X. Review History:**

- **Review Date:**    09-23-2023    P-HR/IT    D. Wilson/H. Roman P-HR/IT