



BOISE COUNTY

RESOLUTION #2018-35

A BOISE COUNTY RESOLUTION ADOPTING THE BOISE COUNTY INFORMATION SYSTEMS POLICY

WHEREAS, the Boise County Information Technology (Data Processing) Department has amended the Boise County Information Systems Policy, to update the use of Information Technology Systems; and

WHEREAS, diligent review and discussion of the new policy has been held by the Department Heads and Elected Officials and they recommend said policy to the Board of County Commissioners; and

WHEREAS, the Board of County Commissioners have reviewed the amended Information Systems Policy and agree that said revisions are necessary; and

NOW THEREFORE BE IT RESOLVED that the Boise County Board of Commissioners does hereby rescind Boise County Resolution 2013-1 dated October 8th, 2012, known as the Boise County Information Systems Policy; and

IT IS FURTHER RESOLVED that Boise County Resolution #2018-35 be known as the Amended Boise County Information Systems Policy and is effective as of June 19th, 2018.

APPROVED and **ADOPTED** in Open Session on the 19th day of June, 2018.

BOISE COUNTY BOARD OF COMMISSIONERS

Handwritten signature of Alan D. Ward in blue ink.

ALAN D. WARD, Chairman

Handwritten signature of Roger B. Jackson in blue ink.

ROGER B. JACKSON, Commissioner

Handwritten signature of Laura L. Baker in blue ink.

LAURA L. BAKER, Commissioner



ATTEST:

Handwritten signature of Mary T. Prisco in blue ink.

Mary T. Prisco, Clerk to the Board

Boise County Information Systems Policy

System User

Authorized System Users are individuals who have been granted access to County information systems to perform assigned duties. Users may include, but are not limited to, merit and non-merit employees, vendors, contractors, volunteers, or other affiliates of Boise County Government. All users are responsible for protecting County information from unauthorized disclosure, modification, deletion and usage. Users shall comply with all applicable laws, regulations, policies, standards, and procedural controls in order to protect County information systems and shall report sensitive security issues, misuse, and violations of security policy.

1. Boise County documents, images, e-mail messages, facsimile messages, audio and video conferencing, computer systems, Internet and voice mail systems are the property of Boise County.
2. These systems are in place to facilitate your ability to efficiently and productively perform your job. To that end, these systems are solely for business purposes. Only "incidental personal use*" (see below) that does not interfere with work or consume County resources will be allowed.
3. Boise County reserves the right to intercept, monitor, copy, review and download any communications or files you create or maintain on these systems, at any time, with or without prior notice to you. Electronic communication is considered to be a public record and may be subject to public disclosure in accordance with applicable law.
4. Software: Boise County purchases and licenses the use of various computer software programs for business purposes. Boise County does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Boise County does not have the right to reproduce such software for use on more than one computer. Employees may only use the software on local area networks or on multiple machines according to the software license agreement. Illegal duplication of software and its related documentation for personal use is also prohibited.
5. E-mail and Internet Access: Access is provided by Boise County to enhance communications and provide access to work related information and technology. Consequently, employees should always ensure that the business information contained in e-mail messages and other transmissions is legal, accurate, appropriate, and ethical. The following are examples of prohibited uses of e-mail and Internet systems:
 - a. Sending or posting discriminatory, harassing, or threatening messages or images.
 - b. Using Boise County time and resources for personal gain.
 - c. Stealing, using or disclosing someone else's password without authorization.
 - d. County employees shall not enter into contractual agreements via the Internet or make statements on the Internet that may be interpreted as contractual without specific authorization from the Board of County Commissioners.
 - e. Unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material.
 - f. Engaging in unauthorized transactions that may incur as a cost to the County or initiate unwanted Internet or e-mail traffic and transmissions.