



County of Ottawa

ACCEPTABLE USE POLICY

I. POLICY

Computer and communications equipment issued by the County of Ottawa is considered County property until properly disposed. Such equipment will be used in a manner that ensures compliance with all related policies pertaining to computers, software, communications, and information. Equipment is intended for use pursuant to County business. Personal use shall be limited to minimal incidental use – refer to Fiscal Policy regarding tax implications. Any information created using County computers remains the property of the County. Individuals assigned County equipment are responsible for the equipment assigned to them. Inappropriate use that might bypass security measures, exposes the County to risks such as; virus, spam, spyware and intrusion attacks, compromise of network systems and services, degradation of service, increased support costs and legal liability.

This policy applies to employees, contractors, consultants and temporary employees using any computer equipment that is provided by the County of Ottawa.

II. STATUTORY REFERENCES

None.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date: _____

Board of Commissioners Review Date and Resolution Number: _____

Name and Date of Last Committee Review: _____



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PROCEDURE

1. Under no circumstances is an employee of the County of Ottawa authorized to engage in any activity that is illegal under local, state, federal or international law while using a County owned resource.
2. County Systems may not be used to solicit for personal gain or for the advancement of a political or religious belief.
3. Passwords must be kept secure and not shared with others. Authorized users are responsible for the security of their passwords and accounts. Passwords are to be changed every 90 days.
4. Confidential or Personal Identity information will not be retained on local storage media.
5. In the event that Confidential or Personal Identity information needs to be placed on local media, the Security Officer will be contacted and if approved, the information will be encrypted in accordance with acceptable encryption standards or policies. This information will be removed from the media as soon as the requirement is complete.
6. Non-County employees requiring access to County Computers will submit a written request including name, contact information, agency and justification to the responsible/supported department head or elected official. Endorsed requests will be forwarded to the IT Department for final review and approval. Requests not meeting these requirements and technology that is incompatible will be rejected.
7. Employees are responsible for the proper care and security of equipment assigned to them, and are liable for damages resulting from willful intent or negligence. Charges for repair due to misuse of equipment or services may be the responsibility of the employee as determined on a case-by-case basis.
8. All software in County-owned or controlled computers must be installed and used in strict accordance with a current licensing agreements. No software from personal sources nor software licensed to others is permitted to be installed or used in County computers, including freeware and shareware unless otherwise authorized by the Director of the Information Technology Department.
9. Lost or stolen equipment will be reported immediately to the Insurance Authority and the IT Department.



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10. Change in ownership will be reported upon transfer to the IT Department Help Desk with the appropriate contact information.
11. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
12. All non-County users will comply with all County IT policies.

REVIEW PERIOD

The Information Technology Director will review these policies and procedures and report to the Planning and Policy Committee at least once every two years.