

*Kingman County
Kansas
Personnel Policy Manual*

Policy #42
Use of Electronic Communication and
Information Systems.

Commission Approved
Date: 10-30-2017

42 Electronic Communication Use

Sheriff Office is not subject to this policy. See Section 29 and 30 of the Sheriff Office Policy and Procedure Manual.

42.1 Purpose. This policy applies to all Kingman County electronic communication use for business purposes and may be used only during working time; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other County policy. Anything an employee creates or loads on any County communication system becomes County property. This includes the voice mail, e-mail, cell phone use for County business, pagers, computer, computer internet, and any future communication technology the County may purchase for use. Users have no expectation of privacy in their use of the County equipment and networks. Verbal statements do not supersede this policy.

Reasons the County may access County systems include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring appropriate use of systems; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that County operations continue during an employee's absence. Kingman County, through its designated administrators, may access voice mail, texts, e-mail messages, and other communications at any time, without notice to users of the system, when the County deems it appropriate to do so. Further, Kingman County may monitor Internet usage to ensure that uses of County electronic communications facilities are appropriate.

Violations of this policy may result in disciplinary action, up to and including termination of employment in accordance with County policies and procedures.

Password Protection Policy

Passwords are an important and integral part of preventing unauthorized access to the County's information technology resources. All users, including contractors and vendors who have access to the County's information technology resources, are responsible for taking action in accordance with this policy to protect the user's password or passwords used for gaining access to the County's resources.

All users are required to adopt passwords and implement passwords that are adequate to prevent unauthorized access to the County's information technology resources, to protect such passwords from unauthorized use and to periodically change such passwords as described in this policy.

Passwords should not be combinations of words or letters that would be relatively simple for another person to guess or to obtain by trial and error. Examples of inappropriate passwords include: password, 1234 and passwords that utilize the user's birth date, address or similar information.

Strong passwords should be at least seven characters long and include a combination of upper and lower case letters and numbers as well as special characters such as \$, ! * or &. A password used for access to other resources including other networks, social media sites or proprietary software should not be used for access to the County's information technology resources. Similarly, if an employee has password-protected access to more than one County resource, the same password should not be used to access multiple County information technology resources.

*All users should change the password used for access to County information technology resources **at least every 6 months**, but user of County information technology resources are encouraged to change their access passwords more frequently.*

All passwords for access to County information technology resources are to be treated as sensitive and confidential information of the County and may not be shared with anyone including users' assistants, managers, co-workers and family members or friends.

Passwords must not be inserted into or included in email messages, text messages or other forms of electronic communication, revealed over the telephone or included in any questionnaire or other document. Passwords should not be recorded and stored in an employee's work station or other location and should never be stored in a computer file or on mobile devices unless the file is encrypted. Use of software such as web browsers that "remember" passwords is not permitted.

Any user who knows or suspects that the user's password has been lost, stolen or otherwise compromised must notify the County Clerk immediately.

42.2 E-mail. E-mail is an important business tool, but it is also a popular way to distribute a virus and other malicious software. Employees should regard all e-mail from unknown sources with suspicion and never open it if the sender is unknown or the mail is not expected. Limited and occasional use of e-mail for personal purposes is permitted as long as it does not interfere with job performance and responsibilities. All employees sending e-mail must avoid using profanity or discussing sexuality, racial or religious issues, or other inappropriate language inconsistent with the County's governmental purposes.

(Note: Any use of personal e-mail accounts for County business subjects such personal e-mail accounts to the Kansas Open Records Act.)

The County's non-harassment policy applies to the use of the County's communication and computer systems. Use of County communication or computer system to harass or bully any person is prohibited.

Since the County's communication and computer systems are intended for business use, these systems may not be used for religious or political purposes.

42.3 Cell Phone Usage. While at work employees are expected to exercise the same discretion in using personal cellular phones (including sending text messages) as is expected for the use of County phones. During the work day, cell phone use that interferes with an employee's performance of employment duties is a violation of this policy. All personal calls and text messaging should be conducted on an extremely limited basis and be done away from the work station and preferably during break times. Excessive cell phone calls and text messaging may

result in banning the employee's personal device from the work place and disciplinary action up to and including termination of employment. (See Policy #25.2.5 – "Use of County Vehicles" for cell phone safety instructions while operating moving motor vehicles and Policy #26 – "Personal Cell Phone Subsidy Guidelines" for cell phone use for those key personnel to use personally-owned cell phones for County business.)

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, no employee may use the camera feature on a cell phone on county property or while performing work for the County unless it is for official business.

42.4 Internet. The Internet is a tool whereby business information, reference material and messages are sent and retrieved electronically on county computers. Internet use privileges are based on job description requirements approved by the Department Head.

Employees are prohibited from playing games on county computers including games accessed on the internet or installed on the desktop. Visitation of pornographic, terroristic, or other inappropriate sites is strictly prohibited.

Personal use of the Internet on County owned equipment is allowed, but should be limited and on personal time. All personal use or access of the Internet must comply with County policies.

Downloading files or software from the internet or from other sources is not permitted without prior authorization from the Department Head. Unauthorized duplication of copyrighted materials including computer software is illegal and absolutely prohibited.

Proper use of Internet access includes, but is not limited to the following: Downloading job-related information; sending and receiving job-related e-mail messages and file attachments; making business arrangements; searching job-related data bases; and brief personal communications as defined elsewhere in this policy.

Any employee found to be abusing the privilege of County facilitated access to electronic media or communication services is subject to disciplinary action including termination of employment.

42.5 Social Media. Kingman County departments may use approved county social media sites to enhance communication with County citizens and others in support of Kingman County goals and objectives. County officials and departments have the ability to publish articles, facilitate discussions with the public and communicate information relevant to County business through such sites. However, it is important that use of county social media sites follow the guidelines set forth in this policy to ensure the best possible representation of Kingman County.

1. All Kingman County social media sites shall be:
 - approved by the County Commissioners and the requesting Department Head;
 - published using county-approved social networking platforms and tools;
 - administered by the Department Head or a department designee. Site administrators must complete county social media training, which includes guidance on appropriate content;
 - monitored by the Kingman County Communications Coordinator, who is responsible for overall administration of all official county sites.

2. All Kingman County social media sites shall adhere to applicable state, federal and local laws, the Personnel and Policy Handbook, and other applicable County policies.
3. Kansas Open Records Act, the Freedom of Information Act and the electronic discovery rules, laws and policies apply to social media content and therefore content must be managed, stored and retrieved to comply with these laws.
4. Kingman County social media sites are subject to public records laws. Kingman County records retention schedules apply to social media content. Records shall be maintained for the required retention period in a format that preserves the integrity of the original record and is easily accessible using approved County platforms and tools.
5. All Kingman County social media sites shall clearly indicate that any content posted or submitted for posting by citizens or other persons is considered an open public record.
6. Content that violates county guidelines or the law – whether from staff or the public – shall be removed and retained pursuant to the records retention schedule, along with written documentation about when and why the content was removed. See 9. and 10. (below) for prohibited content. The Kingman County Communications Coordinator shall direct and document content removal as overall administrator of county sites.
7. Each Kingman County social networking site shall include an introductory statement that clearly specifies the purpose and topical scope of the site as well as content that is prohibited. This statement must be approved by the Communications Coordinator before the site is launched. All social networking sites shall clearly indicate they are maintained by Kingman County and shall have Kingman County contact information prominently displayed.
8. Posts and comments should be relevant to the purpose of the site and the topics presented. Frame comments in a positive manner. Protect your privacy and the privacy of others. Add value to Kingman County through your interaction. Provide worthwhile information and perspective. Correct mistakes and don't alter previous posts without indicating you have done so. When appropriate, posts should include a link to the official Kingman County website for forms, documents and other information. Irrelevant posts may be removed.
9. The following content is prohibited on all official Kingman County social networking sites:
 - Profane or obscene language or content;
 - Content that promotes, fosters, or perpetuates discrimination on the basis of race, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, pregnancy, genetics, veteran or military status or sexual orientation;
 - Sexual content or links to sexual content;
 - Solicitations of commerce;
 - Conduct or encouragement of illegal activity;
 - Information that may tend to compromise the safety or security of the public or public systems;
 - Comments in support of/or in opposition to political candidates or ballot measures;
 - Content that violates a legal ownership interest of any other party.
 - Content that a reasonable person would consider inflammatory.

10. Do not quote or refer to vendors, suppliers, clients or citizens without their approval. Do not post sensitive or confidential county information.
11. Department heads have the option of allowing employees to participate in official county social media sites as part of their job duties. Employees representing the County government via social media outlets must conduct themselves at all times as a representative of the County and in accordance with all Kingman County personnel policies.
12. The Kingman County Communications Coordinator shall maintain a list of authorized social media sites, and the administrators' names and passwords.
13. Violation of this policy may result in disciplinary action, up to and including termination of employment.

Remember: Consistent with the Kingman County policy on Electronic Communications, personal use of social media sites during work hours is limited to incidental use and during personal time. Such use must not interfere with performance of job duties or compromise the office or county network. Use of county electronic resources to access social media does not include an expectation of privacy.

Definitions: For the purpose of this Kingman County Social Media Policy, the following terms are defined as provided below:

1. **Social Media:** Social media is content created by individuals using accessible and scalable technologies through the Internet. Examples of social media include Facebook, blogs, Myspace, Instagram, YouTube, Second Life, Twitter, LinkedIn, Delicious, Flickr, etc.
2. Kingman County author: An authorized Kingman County official that creates and is responsible for posted articles and information on social media sites.
3. Article: An original posting of content to a Kingman County social media site by a Kingman County author.
4. Commenter: A Kingman County official or member of the public who submits a comment for posting in response to the content of a particular Kingman County article or social media content.
5. Comment: A response to a Kingman County article or social media content submitted by a commenter.
6. Kingman County Communications Coordinator: An authorized Kingman County official who monitors content submitted by Kingman County authors and public commentators that is posted to Kingman County social media sites.