



Enriching Lives & Connecting Communities

Computer System Usage

Information Technology
Policy No. 10010

Revision Date: November 18, 2013

Policy Statement

The Richland County Recreation Commission provides computers to its employees who require computers to perform their jobs. Employees who are provided computers agree to comply with all aspects of this policy.

Guidance:

RCRC computer system, including all related equipment, networks and network devices, e-mail, and Internet, are provided by RCRC and are RCRC property, and their purpose is to facilitate RCRC business.

Employees should at all times use RCRC's computers systems with the ethical and professional standards of RCRC. No one should use the computer system to:

- Transmit and store materials or communications of a discriminatory or harassing nature or which are derogatory to any individual or group including those based on race, creed, color, sex, age, national origin, religion, disability or other protected status.
- Transmit, access and store materials or communications which are lewd, obscene, harassing or pornographic. Refer to HR Policy 102 – Harassment.
- Transmit or communicate information supporting, recommending or disparaging to any political party.
- Send electronic information anonymously or under an identity other than your own.
- Copy, receive and/or transmit any software programs, documents or other information protected by copyright laws without proper authorization.

Limited, occasional or incidental use of the computer system for personal, non-business purposes is understandable and acceptable. However, employees need to demonstrate a sense of responsibility and should not abuse the privilege. Employees are expected to carefully limit the use of and time spent on personal email accounts, and the non-business streaming of video and/or music. These sites historically are the source of a majority of the viruses that have the potential of affecting RCRC's computer systems. In addition, the use of these sites significantly impacts the system's response time and reduces the band width available for business purposes. Social

Networking (Facebook, Twitter, MySpace), the use of chat rooms, internet games or discussion groups is **not** allowed unless the use is for work related purposes.

In order to ensure compliance with federal law prevents the proliferation of illegal software and protects RCRC from costly damage caused by "virus" software only software licensed to RCRC can be installed on RCRC's computer systems. This software must also comply with the manufacturer's license agreement. Additionally, Employee-owned software, shareware, or freeware cannot be installed on RCRC's computer systems unless properly licensed and authorized by Information Technology.

Security and Monitoring:

Computer systems and information, including the e-mail system and internet, are the property of RCRC. When necessary RCRC may access any communication including any e-mail or file sent or stored on RCRC's electronic computer systems. The Executive Director has and asserts the right, at his/her discretion, to inspect any electronically recorded information, files and messages, including, but not limited to any e-mail messages sent through RCRC's systems and web sites accessed. No user should assume that e-mail sent or received is private or that there exists an expectation of privacy in the use of e-mail.

Employees further must not breach computer or network security measures or monitor electronic files or communications of other personnel, except by explicit direction of Executive Director.

All Employees must take proper precautions to maintain the secrecy of their login passwords. Accessing RCRC's computer systems is solely for its employees and should not be given to family or friends for access. The IT Department assigns generic passwords to new employees. Generic passwords must be changed within 24 hours. Thereafter, employees should change passwords every six months. Applications displaying confidential information or transmissions should not be left on the screen when the computer is unattended or in the presence of unauthorized personnel. All Employees need to log off of their computers when they leave for the day.

Portable Data

It is highly recommended that all vital data be backed up on the RCRC share drive, cd, disk, etc. The same precautions should be used with portable data files (disks, CD's flash drives, etc.) as is used for hard copy files. They should not be left out in the open and should be locked in drawers or file cabinets to the same extent as confidential hard copy files.

Extra precautions must be exercised when taking confidential information out of the office in a notebook computer or portable data files. Never leave, in hard copy or electronically, confidential information unattended while traveling.

In the event the hard copy or electronic data is stolen/lost, the Department Manager should be notified as well as Information Technology so appropriate actions can be taken to protect RCRC's and patron's data.

Protection of Data

It is the obligation of Richland County Recreation Commission and its employees to preserve relevant paper documents, electronically stored information, including but not limited to , e-mail, word processing documents, spreadsheets, database, calendars, voice mail, internet usage files, and network access information. Refer also to Administrative Policy 1040 – Records Retention for Further information.

Compliance

Compliance with RCRCs' Computer System Usage Policy is a condition of the right to access and use RCRC's computer systems. Failure to comply with the policy may lead to disciplinary action, up to and including termination of employment. All Employees who has access to RCRC computer systems must sign the Computer Use Agreement Form (attached as **Addendum A**) stating that they have read the Computer Usage Policy and will comply. The original signed form shall be placed in the employees Human Resource file and a copy shall be given to the employee.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.

Computer Use Agreement Form

- 1). By my signature, I certify that I have read and understood the latest version of the Richland County Recreation Commission (RCRC) Computer System Usage policy and Computer Use Agreement Form and agree to the terms identified in these documents. Failure to comply with the policy may lead to disciplinary action, up to and including termination of employment. If I have questions relative to computer system at any time, it is my responsibility to contact the IT Department.
- 2). RCRC computer system, including all related equipment, networks and network devices, e-mail, and Internet, are provided by RCRC and are RCRC property, and their purpose is to facilitate RCRC business.
- 3). I understand that RCRC's management under the direction of the Executive Director has and asserts the right, in its discretion, to inspect any electronically recorded information, files and messages, including, but not limited to any e-mail messages sent through RCRC's systems and web sites accessed. During the inspection, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over the system may be inspected.
- 4). I will not transmit and store materials or communications of a discriminatory or harassing nature or which are derogatory to any individual or group including those based on race, creed, color, sex, age, national origin, religion, disability or other protected status.
- 5). I will not transmit, access and store materials or communications which are lewd, obscene, harassing or pornographic.
- 6). I will not transmit or communicate information supporting, recommending or disparaging to any political party.
- 7). I will not send electronic information anonymously or under an identity other than my own.
- 8). I will not copy, receive and/or transmit any software programs, documents or other information protected by copyright laws without proper authorization.
- 9). I will not bypass web-filtering software, and I understand that demonstrating how to do so to another person is prohibited
- 10). I understand that use of social networking (Facebook, Twitter, MySpace) chat rooms, internet games, or discussion groups are NOT allowed unless the use is for work related purposes.
- 11). Internet access may NOT be available due to technical problems. Not all websites may be available.

13). I will not violate federal, state or local laws or regulations. Specifically, I will not access websites in violation of Section 16-15-305, **South Carolina Code of Laws**.

14). I will limit the printing of personal documents on RCRC printers.

15). I understand that passwords are very sensitive information and that I must change my password every six months I will take proper precautions to maintain the secrecy of my password. If there are any concerns regarding the integrity of passwords please contact the IT Department.

16). I understand that RCRC's computer systems are solely for its employees and should not be given to family or friends for access.

20). It is highly recommended that all vital data be backed up on the RCRC share drive, cd, disk, etc.

I have received a copy of the RCRC Computer System Usage policy and Computer Use Agreement Form and agree to comply with the requirements of these documents.

Print Name

Date

Employee Signature