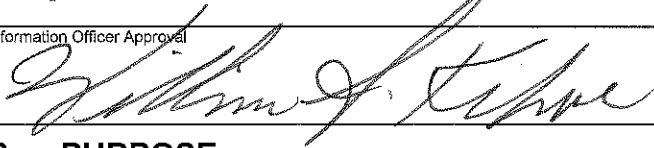




King County

Office of Information
Resource Management

Information Technology Governance Policies, Standards and Guidelines

Title Acceptable Use of Information Assets Policy	Document Code No. <i>ITG-P-08-02-01</i>
Chief Information Officer Approval 	Date Effective Date. <i>May 25 2011</i>

1.0 **PURPOSE:**

This policy provides a common standard for the use of King County Information Assets and advises Workforce Members of these resources of acceptable and prohibited uses. King County provides its Workforce Members with Information Assets and resources, including workstations, telephones, Mobile Devices, Internet access and electronic communications services for the performance and fulfillment of job responsibilities. Prudent and responsible use begins with common sense and includes respect for the public's trust, the larger networked computing community and the access privileges that have been granted. The use of such resources imposes certain responsibilities and obligations on Workforce Members and is subject to King County policies and applicable local, state and federal laws. Prohibited use of computing and network resources can lead to consequences affecting the individual Workforce Member, many other Workforce Members, and cause service disruptions.

2.0 **APPLICABILITY:**

King County Workforce Members who are using King County Information Assets.

3.0 **REFERENCES:**

- 3.1 Enterprise Information Security Policy
- 3.2 King County Information Privacy Policy
- 3.3 Password Management Policy
- 3.4 King County Employee Code of Ethics KCC 3.04
- 3.5 King County Board of Ethics Advisory Opinion 96-08-1146
- 3.6 King County Board of Ethics Advisory Opinion 08-04-1163

4.0 **DEFINITIONS:**

- 4.1 **Authorization:** The right or permission to use a computer resource.
- 4.2 **Information Asset:** A definable piece of information, information processing equipment, or information system, that is recognized as "valuable" to the Organization that has one or more of the following characteristics:

Acceptable Use of Information Technology Assets Policy

- Not easily replaced without cost, skill, time, or other resources;
 - Part of the Organization's identity, without which the Organization may be threatened.
- 4.3 **Minimal Personal Use:** Use that is brief in duration and frequency, does not interfere with or impair the conduct of official business, and results in negligible or no additional expense to the county.
- 4.4 **Mobile Communication Device:** A long-range electronic device that can be used for mobile telephony, text messaging or data transmission over a cellular network of specialized base stations known as cell sites or over a fixed broadband connection.
- 4.5 **Mobile Computing Device:** Any device that can store and transport Data and is designed to be transported.
- 4.6 **Mobile Device:** refers to both Mobile Communication Devices and Mobile Computing Devices.
- 4.7 **Organization:** Every county office, every institution, and every department, division, board and commission.
- 4.8 **Workforce Member:** Employees, volunteers, and other persons whose conduct, in the performance of work for King County, is under the direct control of King County, whether or not they are paid by King County. This includes full- and part-time elected or appointed officials, members of boards and commissions, employees, affiliates, associates, students, volunteers, and staff from third-party entities who provide service to King County.

5.0 POLICIES:

- 5.1 **Ownership:** King County Information Assets are the property of King County government.
- 5.2 **Acceptable Use of Information Assets:** Workforce Members shall ensure that King County Information Assets are used appropriately for King County business. Workforce Members shall use these Information Assets to increase productivity, facilitate the efficient and effective performance of their duties, and meet the daily operational and business requirements of King County, including but not limited to the following illustrative list, to:
- 5.2.1 Perform assigned responsibilities and duties;
 - 5.2.2 Support King County and Organization activities;
 - 5.2.3 Access authorized work-related information;
 - 5.2.4 Communicate and collaborate with colleagues on work-related issues;
 - 5.2.5 Improve work-related skills when approved by management;
 - 5.2.6 Use applications and access information available on King County's Internet and Intranet sites;
 - 5.2.7 Access Internet hosted online reference and information sources such as phone directories, online dictionaries, search engines, subscription resources,

Acceptable Use of Information Technology Assets Policy

or mapping and weather services if such use is appropriate for business use, adds value to the Organization, increases employee efficiency, or avoids costs that would otherwise be incurred by King County for such referenced services;

- 5.2.8 Access Internet based training resources approved and/or provided by King County;
 - 5.2.9 Perform statutory and regulatory activities;
 - 5.2.10 Comply with King County information technology security policies, standards, procedures and methods, and federal, state, and local laws concerning computers, networks and personal conduct;
 - 5.2.11 Interact for personal use by employees with human resource, time accounting, compensation, and employee benefits and health administration programs managed by or administered for King County.
- 5.3 **Prohibited Use of Information Assets:** Workforce Members shall refrain from using King County Information Assets for prohibited uses at all times, including during breaks or outside of their regular business hours. Prohibited use of Information Assets is subject to disciplinary action up to and including termination from county employment. Prohibited uses includes but is not limited to the following illustrative list of actual or attempted use of Information Assets to:
- 5.3.1 Conduct private or personal for-profit or unauthorized not-for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
 - 5.3.2 Conduct any political activity;
 - 5.3.3 Conduct any solicitation for any purpose except those officially sanctioned by King County such as the County Charitable Campaign;
 - 5.3.4 Access any restricted, non-public computing resources, databases, Systems, etc. inside or outside of King County to which they may have legitimate access, to perform their assigned duties, for non-assigned (personal) purposes;
 - 5.3.5 Conduct any unlawful activities as defined by federal, state, and local laws and/or regulations;
 - 5.3.6 Create, access, display or transmit sexually explicit, indecent, offensive, harassing or intimidating, obscene, pornographic, defamatory, libelous material or material that could reasonably be considered discriminatory, offensive, threatening, harassing, or intimidating, except as a necessary part of bona fide work related activities;
 - 5.3.7 Create, access, or participate in online gambling;
 - 5.3.8 Infringe on any copyright, trademark, patent or other intellectual property rights, including copying and/or using software, images, music, movies, or other intellectual property;

Acceptable Use of Information Technology Assets Policy

- 5.3.9 Make copies of King County licensed software for use on non-King County computers unless explicitly authorized by the licensing agreement;
- 5.3.10 Knowingly perform any activity that could cause the loss, corruption of, or prevention of rightful access to data or the degradation of System or network performance;
- 5.3.11 Distribute King County data and information without following appropriate disclosure processes or obtaining proper authorization;
- 5.3.12 Engage in any activity that endangers the public;
- 5.3.13 Engage in any activity that results in additional cost to King County that would not normally be incurred as part of doing business;
- 5.3.14 Attempt to subvert the security of the King County network or network resources outside King County;
- 5.3.15 With the exception of authorized personnel having proper permission to do so, intercept communications of any type, intended for other persons or Systems;
- 5.3.16 With the exception of authorized personnel doing bona fide work and following the provisions of the Password Management Policy, use another King County Workforce Member's access privileges or Workforce Member account for any reason;
- 5.3.17 Attempt to modify or remove computer equipment, components, software, or peripherals without proper authorization;
- 5.3.18 Monitor or record the electronic activities or conversations of other individuals unless explicitly authorized and in the performance of properly assigned duties;
- 5.3.19 Scan or monitor ports or network nodes unless explicitly authorized and in the performance of assigned duties by the organization responsible for the target Information Assets;
- 5.3.20 Knowingly access, use, copy, modify, or delete files, data, Workforce Member accounts, access rights, logs, applications, system functions, drivers, or disk space allocations associated with King County Information Assets without proper authorization;
- 5.3.21 Knowingly create or forward hoaxes, chain letters, Ponzi, or other pyramid schemes of any type, regardless of content, sources or destinations;
- 5.3.22 Forge e-mail header information;
- 5.3.23 Knowingly download, install or run security programs or utilities that reveal weaknesses in the security of a System without Organization management authorization;
- 5.3.24 Knowingly circumvent Workforce Member authentication or security of any host, network or account no matter whether it belongs to King County or some other entity;

Acceptable Use of Information Technology Assets Policy

- 5.3.25 Knowingly mask the identity of an account or machine without specific and properly authorized authority, including but not limited to sending anonymous e-mail;
 - 5.3.26 Knowingly hack into Systems and databases or act to disrupt Systems or cause unnecessary network congestion or application delays;
 - 5.3.27 Knowingly interfere with or unreasonably deny service to any other authorized Workforce Member, unless duly authorized;
 - 5.3.28 Knowingly use any program/script/command, or send messages of any kind, with the intent to interfere with or disable a Workforce Member's session via any means, locally or through the network except as identified in 5.3.27 above;
 - 5.3.29 Knowingly establish connections that create routing patterns that are inconsistent with the effective and shared use of King County Information Assets;
 - 5.3.30 Knowingly use King County Information Assets to engage in acts that deliberately waste Information Assets or unfairly monopolize these resources to the exclusion of others.
- 5.4 **Minimal Personal Use:** Workforce Members may use King County Information Assets for Minimal Personal Use, provided that the use is not prohibited as defined in section 5.3, and provided the use has the appearance of professionalism even if it is not used in a public setting.
- 5.5 **No Expectation of Privacy:** Although Workforce Members may be expected to maintain the privacy and confidentiality of information to which they have access, they are not guaranteed personal privacy for any activity in which they engage utilizing County computing resources. This includes legitimate county purposes, Minimal Personal Use, violations of acceptable use or any other use. This includes, but is not limited to, word processing documents, spreadsheets, databases, electronic and voice mail, and Internet access. Workforce Members should be aware that all activity undertaken on any King County Information Assets, including legitimate county purposes, Minimal Personal Use, violations of acceptable use or any other purpose, is subject to monitoring, recording and intervention by Organization management for the purpose of System update, maintenance, security and compliance with countywide and Organization-specific policies and standards. Any use of King County Information Assets constitutes Workforce Member consent to such monitoring, recording and intervention. Workforce Members expecting privacy for their Minimal Personal Use should use a different means of communication. Workforce Members should be aware that electronic communications could be forwarded, intercepted, printed, and stored by others and are not subject to personal privacy expectation and may be disclosed pursuant to public disclosure laws and rules of discovery in the event of lawsuits.
- 5.6 **Review and Inspect:** Organizations reserve the right to retrieve and read any data composed, transmitted or received through online connections and/or stored.

Acceptable Use of Information Technology Assets Policy

Electronic communications shall be open to inspection or review by Organization management to comply with local, state and federal regulations as well as any applicable policies.

- 5.7 **Notice of Acceptable Use:** Organizations shall provide notice of this policy to all Workforce Members of King County Information Assets by displaying an Acceptable Use Banner on all computers as part of the standard log-on procedure with the following language as a minimum standard:

"This system is the property of King County and is provided for authorized use only, as defined in the King County Acceptable Use of Information Assets policy.

Any use of this computer system may be monitored, recorded, audited and disclosed to authorized County and/or law enforcement personnel. Unauthorized or improper use of this computer system may result in disciplinary actions as well as potential civil or legal penalties.

By using this computer system, you indicate your awareness and consent of the above information. If you do not agree with these terms, please discontinue use of this computer system immediately.

For more information on Information Security and Privacy, visit:
[http://kcweb.metrokc.gov/oirm/services/security_ops.aspx.](http://kcweb.metrokc.gov/oirm/services/security_ops.aspx)"

A similar banner must be displayed on all information technology points of entrance into King County including but not limited to virtual private networks (VPN), public wireless access points, and dial-in modem connections.

- 5.8 **Prior Approval to Access Unacceptable Content:** For Workforce Members, who as part of their regular job responsibilities access Internet web sites generally considered to be unacceptable, Organization management must provide written approval in advance to authorize such access.
- 5.9 **Investigate Prohibited Use:** Organizations shall investigate violations of this policy on a case-by-case basis and discipline Workforce Members according to King County policy, guidelines and practices.

6.0 **EXCEPTIONS:**

Any Organization seeking an exception to this policy must follow the Information Technology Policy and Standards Exception Request Process using the Policy and Standards Request form. This form can be found on the Office of Information Resource Management policies and procedures Web page at <http://kcweb.metrokc.gov/oirm/policies.aspx>.

7.0 **RESPONSIBILITIES:**

- 7.1 Workforce Members understand the expectations of this policy and accept personal responsibility for adhering to its provisions.
- 7.2 **Organization management** makes Workforce Members aware of this policy and educates them about its content and requires that employees acknowledge receipt of such policy and the impacts of violating it.

Acceptable Use of Information Technology Assets Policy

- 7.3 **Organization IT management** ensures that at a minimum all PCs and Servers display the "Notice of Acceptable Use" above.

