



## **Internet Acceptable Use Policy**

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This document will be updated periodically. Please review this document occasionally in order to keep up to date on Vigo County Government's Internet Acceptable Use Policy.

The goals of this policy are to outline appropriate and inappropriate use of Vigo County Government's Internet resources, including the World Wide Web, electronic mail, the intranet, FTP (file transfer protocol), and USENET. Your account provides you with access to networks around the world through these services. Use of these services is subject to the following conditions.

### **Your Account**

Internet access at Vigo County Government is controlled through individual accounts and passwords. Department managers are responsible for defining appropriate Internet access levels for the persons in their department and conveying that information to the network administrator.

Each user of the Vigo County Government system is required to read this Internet policy and sign an Internet use agreement prior to receiving an Internet access account and password.

### **Appropriate Use**

Individuals at Vigo County Government are encouraged to use the Internet to further the goals and objectives of Vigo County Government. The types of activities that are encouraged include:

1. Communicating with fellow employees, business partners of Vigo County Government, and taxpayers within the context of an individual's assigned responsibilities;
2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities;
3. Participating in educational or professional development activities.



### **Inappropriate Use**

Individual Internet use will not interfere with others' use and enjoyment of the Internet. Users will not violate the network policies of any network accessed through their account. Internet use at Vigo County Government will comply with all Federal and State laws, all Vigo County Government policy, and all Vigo County Government contracts. This includes, but is not limited to, the following:

1. The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
2. The Internet may not be used in any way that violates Vigo County Government's policies, rules, or administrative orders. Use of the Internet in a manner that is not consistent with the mission of Vigo County Government, misrepresents Vigo County Government, or violates any Vigo County Government policy is prohibited.
3. Individuals should limit their personal use of the Internet. Vigo County Government allows limited personal use for communication with family and friends, independent learning, and public service. Vigo County Government prohibits use for mass unsolicited mailings, access for non-employees to Vigo County Government resources or network facilities, competitive commercial activity unless pre-approved by Vigo County Government, and the dissemination of chain letters.
4. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to Vigo County Government or another individual without authorized permission.
5. In the interest of maintaining network performance, users should not download unreasonably large files.

### **Security**

For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. Users are required to obtain a new password if they have reason to believe that any unauthorized person has learned their password. Users are required to take all necessary precautions to prevent unauthorized access to Internet services.



### **Failure to Comply**

Violations of this policy will be treated like other allegations of wrongdoing at Vigo County Government. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
2. Disciplinary action according to applicable Vigo County Government policies;
3. Legal action according to applicable laws and contractual agreements;

### **Monitoring and Filtering**

Vigo County Government may monitor any Internet activity occurring on Vigo County Government equipment or accounts. Vigo County Government currently does not employ filtering software to limit access to sites on the Internet. If Vigo County Government discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

### **Disclaimer**

Vigo County Government assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Vigo County Government is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage you to use your Internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, feel free to contact the Vigo County IT Staff.



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### **Internet User Agreement**

I hereby acknowledge that I have read and understand the Internet Acceptable Use Policy of Vigo County Government. I agree to abide by these policies and ensure that persons working under my supervision abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I hereby agree to indemnify and hold Vigo County Government and its officers, trustees, employees, and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand arising out of or related to the user's use of Vigo County Government owned computer resources and the network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, unfair competition, defamation, unlawful discrimination or harassment, and invasion of privacy.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_