

# **Champaign County Technology Policy November 2019**

## **Computer, Internet and Network Usage:**

Champaign County has e-mail and internet access systems in place for Champaign County business. We also have software and systems in place that can monitor and record all internet usage. The e-mail and internet access systems in place are the sole property of Champaign County. The technology is in place for business related to Champaign County. Employees may use the technology for limited personal purposes as long as that use does not interfere with the employee's work, or jeopardize the integrity of the Champaign County computer system, e-mail system or internet access. The technology may also not be used for any purpose which would violate Champaign County policies or state or federal law. If an employee is found to be abusing the technology, his or her access may be limited or eliminated altogether. An employee is also subject to discipline, up to and including termination. Nothing on the internet system or any property of Champaign County, including phones or voice mail, is or can become the private property of any employee.

**THERE CAN BE NO EXPECTATION OF PRIVACY OR ASSURANCE OF CONFIDENTIALITY FOR ANY MESSAGES OR FOR ANY USE OR PATTERN OF USAGE OF THE CHAMPAIGN COUNTY INTERNET, PHONES OR ANY OTHER PROPERTY.**

We want you to be aware that our security systems are capable of recording for each and every user, each World Wide Web site visit, each chat, and each newsgroup or e-mail message accessed on each computer station within Champaign County. The system is also capable of recording each file transfer into and out of our internal networks. We reserve at all times the right to monitor such activity. No employee should have any expectation of privacy as to any internet usage or telephone system. The management of Champaign County may review internet activity, voice mail messages, and analyze usage patterns in an effort to maintain the highest levels of productivity. We reserve the right to inspect any and all files stored in private areas of our network in order to assure compliance with this policy.

The system must never be used in violation of our policy against discrimination and harassment. The display or access of any kind of sexually explicit image or document on the Champaign County system is a violation of both this internet policy and Champaign County's nondiscrimination and harassment policy. In addition, sexually explicit material may not be archived, stored, distributed, edited

or recorded using our network or computing resources. Champaign County may use independently-supplied software and data to identify inappropriate or sexually-explicit internet sites. We may block access from within our networks to all such sites. If you find yourself inadvertently connected to a site that contains sexually explicit or offensive material, you must immediately disconnect from that site, regardless of whether that site has been previously deemed acceptable by any monitoring, screening or rating program.

Champaign County's internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, Champaign County, province or other local jurisdiction in any material way. Use of any Champaign County resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement agency in the investigation of such activity.

Any software or files downloaded via the internet into the Champaign County network become the property of Champaign County. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

No employee may use Champaign County facilities knowingly to download or distribute pirated software or data. No employee may use Champaign County's internet facilities to deliberately propagate any virus, worm, "Trojan horse," or trap-door program code. No employee may use Champaign County's internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Each employee using the internet facilities of Champaign County shall identify himself or herself honestly, accurately and completely, including Champaign County affiliation and function, when participating in Champaign County related chat groups, newsgroups, message boards, or discussion lists, or when setting up accounts on outside computer systems on behalf of Champaign County. Employees may not represent their statements as official Champaign County policy or practice without proper authorization. Participating in non-Champaign County-related chat groups, newsgroups, message boards or discussion lists by use of Champaign County hardware is prohibited.

Any material posted to any forum, newsgroup, chat group, or internet site in the course of an employee's duties, remains the property of Champaign County. Employees are reminded that chat groups and newsgroups are public forums where it is inappropriate to reveal confidential Champaign County information as defined in this manual. Employees releasing confidential information via any internet

facility, whether intentional or inadvertent, may be subject to disciplinary actions, including termination.

Use of Champaign County internet facilities to commit infractions such as misuse of Champaign County assets or resources, sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property are also prohibited by general Champaign County policy, and will be subject to discipline, including termination.

It is a violation of Champaign County policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or Champaign County's business activities and which would constitute a violation of Champaign County's policy against discrimination and harassment.

Employees may from time to time use Champaign County internet facilities for non-business research outside of work hours provided they request permission from their supervisor before engaging in such use, and provided all other usage policies are observed.

Champaign County will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries and archives on any individual employee's internet activities.

Employees must take care to understand federal and state copyright, trademark, libel, slander and public speech control laws so that our use of the internet does not violate any laws which might be enforced against us.

Employees with internet access may download only software with direct business use, and must arrange to have such software properly licensed and registered. Downloaded software must be used only under the terms of its license.

Employees may not use Champaign County internet facilities to download entertainment software or games, or to play games over the internet, including games against opponents.

Employees with internet access may not use Champaign County internet facilities to download images or videos unless there is an explicit business-related use for the material.

Employees with internet access may not download any software licensed to Champaign County or data owned or licensed by Champaign County without explicit authorization from the supervisor responsible for the software or data.

HIPAA, CJIS, and LEADS require that computers be locked or logged off when not actively being used by the employee. Employees should change user passwords at a minimum of every six months.

Whenever possible, computer passwords should be a minimum of 8 characters long and should consist of at least one upper case letter, one lower case letter, and two numbers.

At or before termination, employees are required to surrender all passwords in their use or possession to their department head; employees shall not change any passwords after surrendering them prior to termination.

## **Security**

Champaign County has installed a variety of firewalls, proxies, address screening programs and other security systems to assure the safety and security of Champaign County's networks. Any employee who attempts to disable, defeat or circumvent any Champaign County security facility will be subject to discipline, including immediate termination.

Computers that use their own modems to create independent data connections sidestep our network security mechanisms. An individual computer's private connection to any outside computer can be used by an attacker to compromise any Champaign County network to which that computer is attached. That is why any computer used for independent dial-up or leased-line connections to any outside computer or network must be physically isolated from Champaign County's internal networks. Only those internet services and functions with documented business purposes for Champaign County will be enabled at the internet firewall.

**EMPLOYEES WHO MISUSE THE CHAMPAIGN COUNTY INTERNET/EMAIL SYSTEM MAY BE SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION. REMEMBER THAT YOU HAVE NO EXPECTATION OF PRIVACY IN ANY CHAMPAIGN COUNTY EQUIPMENT OR PROPERTY, INCLUDING BUT NOT LIMITED TO DESKS, COMPUTERS, INTERNET ACCESS, VOICE MAIL, OR E-MAIL.**

## **Security of Portable Data Storage Devices:**

Champaign County requires that employees who have been issued Champaign County laptop or tablet computers, cell phones and other information storage devices take certain precautions to prevent theft or data breach.

With all portable data storage devices such as laptop or tablet computers, cell phones or other information storage devices Champaign County requires that:

Strong passwords are used to secure information on the device;

No unauthorized persons are allowed to access to the information storage device;

Usernames or passwords are not shared with any person, with the exception of authorized employees;

Only authorized hardware, software or information security programs are installed on the device with authorization and approval from management;

Care is taken to ensure the device is properly locked and secured when it is not in the immediate possession of the employee.

In the event that a device is lost or stolen, or in the event that information security has been breached, employees are to advise their department head and the Information Technology Helpdesk immediately.

## **Cell Phones:**

**Employees are prohibited from using cell phones when engaged in the following activities:**

- While driving or operating a moving vehicle unless a hands free device is used;
- While driving in a school zone or construction zone, even if a hands free device is used;
- While operating machinery;
- While in close proximity to moving equipment or machinery;
- At any time when the use of a cell phone might place you or others at risk.

Employees are discouraged from conducting personal business on portable electronic devices during work hours. Employees are expected to mute or lower the ring tone volume on their personal cell phones during work hours so as not to disturb others. If cell phone use during work hours becomes necessary, employees are expected to exercise courtesy towards others in the workplace and to avoid being loud or disruptive.

## **Social Media Policy and Guidelines:**

This is the official policy for social media use at Champaign County and provides guidance for employees and elected officials on their professional and personal use of social media.

All employees are responsible for knowing and understanding the policy.

### **Professional Use of Social Media**

Before engaging in social media as a representative of Champaign County, you must be authorized to comment by an elected official or department head. You may not comment as a representative of Champaign County unless you are authorized to do so.

Once authorized to comment, you must:

- Disclose you are an employee or elected official of Champaign County, and use only your own identity.
- Disclose and comment only on non-confidential information. Confidential information is separately defined in this policy.
- Ensure that all content published is accurate and not misleading and complies with all Champaign County policies.
- Comment only on your area of expertise and authority.
- Ensure comments are respectful and refrain from posting or responding to material that is offensive, obscene, defamatory, threatening, harassing, bullying, and discriminatory, infringes copyright, breaches a Court order, or is otherwise unlawful.
- Refrain from making comments or posting material that might otherwise cause damage to Champaign County's reputation or bring it into disrepute.

### **Personal Use of Social Media**

Champaign County recognizes that you may wish to use social media in your own personal life. This policy does not intend to discourage or unduly limit your personal expression or online activities.

However, you should recognize the potential for damage caused (either directly or indirectly) to Champaign County in certain circumstances via your personal use of social media when you can be identified as an employee of Champaign County. Accordingly, you should comply with this policy to ensure that risk of such damage is minimized. You are personally responsible for the content you publish in a personal capacity on any form of social media platform. Remember that all posts are

public and often permanent. When in doubt, you should seek guidance from your department head on how to comply with this policy. Champaign County reserves the right to read what you write or say publicly and make a determination if it meets this policy.

- Represent yourself accurately. Unless Champaign County has designated you to speak officially for Champaign County, you should not state that you write or speak on behalf of Champaign County or that your viewpoints are the same as Champaign County's, and you should make this clear to those reading or listening to your points of view.
- Do not disclose private or confidential information about Champaign County, employees, or about citizens that you obtained through your employment with Champaign County. Confidential information is information that is exempt from disclosure under Sections 7 or 7.5 of the Illinois Freedom of Information Act, 5 ILCS 140/7, 7.5 or which is prohibited from being disclosed under state or federal law.
- Even when using social media on a personal basis, employees may be disciplined for posting material that is, or might be construed as, vulgar, obscene, threatening, intimidating, harassing, or a violation of Champaign County's workplace policies against discrimination, harassment on account of age, race, religion, sex, sexual orientation, ethnicity, nationality, disability, or other protected class, status, or characteristic.
- If you chose to identify your work affiliation on a social network, you should regard all communication on that network as you would in a professional network. Ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and clients.
- Employees who access social media during work hours or on Champaign County owned equipment should still comply with Champaign County computer usage policy. There is no right to privacy on Champaign County owned equipment.
- Champaign County may discipline employees for making a comment or posting any material that might otherwise cause damage to Champaign County's reputation or bring it into disrepute. When the employee's comment is made as a citizen and not as an employee and is made on a matter of public concern, Champaign County may discipline the employee in situations where the interests of Champaign County in promoting efficient operations outweighs the interests of the employee in commenting on such matters of public concern.

Nothing in this policy shall be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the Illinois Public Labor Relations Act. Champaign County has and always will comply fully with the obligations under the Illinois Public Labor Relations Act. Likewise, nothing in this

policy shall be interpreted in a manner that unlawfully restricts an employee's rights under the federal or state Constitution. Champaign County has and always will comply with federal and state law.

A violation of this policy may subject an employee to discipline, up to and including termination.

## **Identity Protection:**

- I. It is the policy of Champaign County's to protect social security numbers from unauthorized disclosure in accordance with the Illinois Identity Protection Act, 5 ILCS 179/1 et. seq. All employees of Champaign County's are required to comply with this Identity Protection Policy ("Policy"). For purposes of this policy, only, "employee" shall be defined as any person performing work on behalf of Champaign County's including, but not limited to, full-time, part-time, seasonal, temporary or contractual employees, volunteers, interns, and elected or appointed officials.
- II. Any employee of Champaign County's who has access to social security numbers in the course of performing their duties will be trained to protect the confidentiality of social security numbers and will be trained on the requirements of this Policy. Training will include instructions on the proper handling of information and documents that contain social security numbers from the time of collection through the destruction of the information or documents.
- III. Champaign County's prohibits the following:
  - A. Publicly posting or publicly displaying in any manner an individual's social security number;
  - B. Printing an individual's social security number on any card required for the individual to access products or services provided by Champaign County's;
  - C. Requiring an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted;
  - D. Printing an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery,

unless State or federal law requires the social security number to be on the document to be mailed.

- IV. Notwithstanding any provision in this Policy to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may be permissibly mailed under this Policy may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.
- V. Champaign County prohibits the following:
  - A. The collection, use or disclosure of a social security number from an individual, unless (i) required under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities; (ii) the need and purpose for the social security number is documented before collection of the social security number; and (iii) the social security number collected is relevant to the documented need and purpose;
  - B. Requiring an individual to use his or her social security number to access an Internet website;
  - C. Using the social security number for any purpose other than the purpose for which it was collected.
- VI. Notwithstanding any provision in this Policy to the contrary, social security numbers may be collected, disclosed or used in the following circumstances:
  - A. The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities, and if disclosing to a contractor or subcontractor, prior to such disclosure, the individual acting on behalf of Champaign County's first receives from the contractor or subcontractor a copy of the contractor's or

subcontractor's policy that sets forth how the requirements imposed under this Policy of protecting an individual's social security number will be achieved;

- B. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena;
  - C. The collection, use, or disclosure of social security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities; local jails, and other law enforcement facilities or retention centers; wards of the State; youth in care as defined in Section 4d of the Children and Family Services Act, and all persons working in or visiting a State or local government agency facility;
  - D. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes;
  - E. The disclosure of social security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a government agency to assist with an investigation or the prevention of fraud;
  - F. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach-Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or unclaimed property benefit.
- VII. Only employees who are required to use or handle information or documents that contain social security numbers are permitted to have access to such information or documents.
- VIII. When Champaign County must request an individual provide a social security number, it must be provided in a manner that makes the social security number easy to redact if the record is required to be released as part of a response to a public records request.
- IX. When collecting a social security number, or upon request by an individual, Champaign County will provide a statement of the purpose or purposes for

which Champaign County is collecting and using the social security number provided.

- X. Any individual responding to a Freedom of Information Act request or other request for records, must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.
- XI. This Policy does not apply to the collection, use or disclosure of a social security number as required by State or federal law, rule, or regulation.
- XII. This Policy does not apply to documents that are recorded with a county recorder or required to be open to the public under any State or federal law, rule or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois. Notwithstanding this section, county recorders must comply with 5 ILCS 179/35.
- XIII. If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any employee of Champaign County that complies with that federal law shall be deemed to be in compliance with this Policy.
- XIV. Champaign County prohibits the encoding or embedding of a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this Policy.
- XV. This Policy must be provided to the Board of Champaign County within thirty (30) days of approval and employees will be promptly advised of the existence of this Policy and will be provided a copy of this Policy promptly upon approval.
- XVI. Champaign County will make a copy of this Policy available to any member of the public, upon request.
- XVII. If this Policy is amended in the future, a copy will be provided to the Board of Champaign County, and employees will be promptly advised of the amended Policy and provided with a copy of the Policy.
- XVIII. This Policy does not supersede any more restrictive law, rule, or regulation regarding the collection, use or disclosure of social security numbers.

XIX. Anyone violating this policy is subject to disciplinary action, up to and including termination of employment and/or criminal prosecution as provided in 5 ILCS 179/45 or any other applicable law.