

STATE OF COLORADO } ss.
County Of Grand }

At a regular meeting of the board of County Commissioners for Grand County, Colorado, held at the Court House in Hot Sulphur Springs on Tuesday, the 24th day of November, A.D, 2003, there were present:

Duane E. Dailey, Commissioner
James L. Newberry, Commissioner Chairman
L. Nancy Stuart, Commissioner
Anthony J. DiCola, County Attorney
Lurline Underbrink Curran, County Manager
Sara L. Rosene, Clerk of the Board

when the following proceedings, among others were had and done, to wit:

RESOLUTION NO. 2003-11-30

A RESOLUTION ADOPTING THE GRAND COUNTY COMPUTER POLICY

WHEREAS, Lurline Underbrink Curran, County Manager, presented to the Board a computer policy for Grand County, a copy of which is attached hereto; and

WHEREAS, this Board has determined this policy is in the best interests of the health, safety and welfare of the citizens of Grand County.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO, that the adoption of the Grand County Computer Policy, a copy of which is attached hereto and made a part hereof by reference, be and is hereby approved.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

James L. NewberryAye
Nancy StuartAye
Duane E. DaileyAye

STATE OF COLORADO } ss.
County of Grand

I, _____, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Grand County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at

Hot Sulphur Springs, this _____ day of _____, A.D. 20_____.

County Clerk and ex-officio Clerk of the Board of County Commissioners

THE CLERK AND RECORDER'S OFFICE RECOGNIZES THAT THE ATTACHMENTS TO THIS RESOLUTION, IF ANY, MIGHT BE INCOMPLETE. HOWEVER, THIS IS THE ENTIRE RESOLUTION AS IT WAS APPROVED AND SIGNED BY THE BOARD OF COUNTY COMMISSIONERS.

CHAPTER 11 TECHNOLOGY USE - POLICY AND PROCEDURES

11.01 Internet Usage

1. Employee Access

You may obtain access to the Internet if any of the following basic tests are met:
You have a business need for access.

You are located at a site that is not linked to the other internal Grand County networks and, thereby, Internet access provides business access to select systems.

The Internet shall be used for business purposes while on company time. You are required to use Internet access in a professional manner and have a working knowledge of Internet operating instructions. If you have questions about Internet access, usage, or concerns about noted problematic situations, you should contact your Department Head/Elected Official.

Having your own password does not mean that you have any right to privacy in your email, Internet access, or software. You may not use unauthorized or secret passwords and all passwords must be shared with your Department Head/Elected Official, as requested.

If you misuse your Internet access privileges and/or fail to follow these guidelines, your Internet access privileges may be revoked and you may be subject to disciplinary action, up to and including termination.

2. Department Head/Elected Official Responsibility

The Department Head/Elected Official is responsible for ensuring that the staff members are using the Internet according to Grand County's policy, specified below:

- A. If the Department Head/Elected Official suspects a violation of the Internet Usage, or misuse or abuse of Grand County property, immediate action will take place.
- B. The Department Head/Elected Official is responsible for addressing the staff members regarding actual or perceived problematic productivity due to Internet access/usage privileges.
- C. The Department Head will be accountable for Internet access/usage management efforts, and these efforts will be assessed as part of the annual performance appraisals. Elected Officials, if utilizing County computer systems, will be accountable to the Board of County Commissioners.

3. Equipment and Software

All Grand County communications and information, services systems, hardware, and software are the property of Grand County. By opening your electronic mail (email), sending or receiving information, logging on to the Internet, or using any of Grand County's software, you are agreeing to, and understand that, this technology has been provided by Grand County at its own expense, and it is Grand County's property.

Accordingly, management may review, audit and monitor use of Grand County property as well as the data and/or communications sent, received, and/or stored. Grand County management reserves the rights to block access to certain Internet web sites and/or other addresses, which are not specifically related to Grand County business.

4. Downloading Software from the Internet

Downloaded software from the Internet may be used in Grand County's systems only with the approval of management, adequate review for compatibility, pass of virus testing, and sufficient support documentation to assess the origin and integrity of the software. Before any downloading of Internet software or files, you must review and comply with any licensing agreements, copyright notices, and/or fee payments. You are responsible for ensuring any related fees are paid. A complete virus check will be performed on all downloaded software by the Information Systems Department before it may be utilized in Grand County's computing systems. You may not make unauthorized copies or inappropriately use the software if it is protected by copyright. Any software, which is to be downloaded from the Internet, may only be obtained for business purposes.

5. Consequences for Failure to Follow Policy Guidelines

Inappropriate use or misuse of the Internet, email, or any other business systems privileges by a Grand County employee may ultimately expose the organization to civil and criminal penalties and/or liability. Depending on the level of misuse or severity of the abuse, the employee may lose their system access privileges, and may be subject to disciplinary action, up to and including termination. Examples of inappropriate or abusive activities include, but are not limited to:

- a. Knowingly sending or accepting messages that contain computer viruses.
- b. Using data from any system, internal or external, when you do not have authority to access.
- c. Using another person's password.
- d. Allowing another person to use your personal password.
- e. Entering another individual's e-mail box or reading another person's mail without authorization.
- f. Breaking into, or attempting to break into, systems that you do not have authorization to access (also commonly referred to as hacking).
- g. Sending fictitious messages that could be mistaken for Grand County official statements, marketing, or materials.
- h. Sending fictitious messages representing to be someone else.
- i. Sending or posting confidential information to unauthorized individuals.
- j. Causing copyright violations.
- k. Using abusive or objectionable language in private or public messages.
- l. Sending or posting libelous statements.
- m. Sending chain letters or participating in betting pools, schemes, etc.
- n. Sending threats or other inappropriate or illegal materials including materials promoting hate, violence, or discrimination.

- o. Sending materials that are harassing or offensive to others based on race, sex, disability, age, religion, or national origin.
- p. Sending material containing sexually explicit messages, pictures, cartoons or jokes.
- q. Refusing to cooperate with Grand County management conducting an authorized, reasonable internal security investigation.

If you have questions as to whether or not an action or activity via the Internet would violate this policy, you should request guidance from your Department Head or Elected Official.

11.02 Ethics and Employee Conduct Relating to Computer Usage

Special note to Health Care employees, including administrative and financial staffs:

In the Health care field, the normal course of business requires access to sensitive patient information. Since some of this access needs to be unlimited, Grand County recognizes the need for maintaining a staff of both high integrity and quality. You should consider patient information as confidential. No information regarding patients should be knowingly divulged to any source other than those employed by Grand County with a business reason to know the information. No information regarding a patient should be knowingly divulged to any source other than those approved by the patient.

I. E-mail Systems

- a. Users of Grand County's e-mail systems should be aware that others could potentially access e-mail messages. Furthermore, e-mail messages may be requested and used for purposes of litigation. By using this technology, you are agreeing to waive any privacy you may have in these communications.
- b. Inasmuch as e-mail messages can be forwarded by the recipient to other users of the e-mail systems, can be printed, can be accidentally sent to the "wrong" recipient, or can be accessed by others if Personal Computers' or other access devices are left unattended while logged in, messages should be considered part of public information and potentially available to anyone to read. Privacy is not guaranteed. E-mail systems users must utilize good judgment in writing messages, in forwarding e-mail messages and attachments, or reading mail that was inadvertently sent to their mailbox.
- c. It is important to note that e-mail systems are provided for business purposes. Grand County considers all data developed on its systems, including e-mail data to be property of Grand County and further considers any improper use of the e-mail system to be a misuse of Grand County resources. The Department Head or Elected Official has the authority to monitor select e-mail transmissions. Potential violations will be reported to the Grand County Board of Commissioners. This written policy serves to inform you that e-mail messages may be monitored.

11.03 Computer Security

1. **Passwords**

You will be issued passwords for various computer applications. Currently, passwords for access to the network must be at least six alpha/numeric characters long. The same password cannot be reused more than twice. Employees are encouraged to use both upper and lower case letters.

You are charged with the mandate to protect your passwords from all authorized users, including other employees, customers, family members, and vendors. You should immediately report knowledge or suspicion of compromise of the system to the Director of Information Systems and your Department Head or Elected Official.

2. **Software and File Management**

- a. You may not install any software on a Grand County computer; all software must be installed by the Department of Information Systems or an authorized person assigned by your Department Head or Elected Official, and only after the software has been appropriately screened for any viruses.
- b. You may not share any type of software from a Grand County computer that invalidates software licensing, nor make unauthorized copies or inappropriately use the software if it is protected by copyright.
- c. No computer user may upload data or programs to a server. Any and all uploading of data or programs will be the responsibility of authorized persons only.
- d. No computer user may break into, or attempt to break into, systems that the user does not have access authorization.
- e. No individual files should be saved to the local hard drive of workstations except for short-term (same day) use. All files reside on the local server where security is stronger.
- f. All Grand County computer workstations used to process or store patient data, payroll accounting information or allow access to a centralized server will utilize the windows screen saver option requiring password protection, with the minimum "wait" period set to 10 minutes.