

# Security Procedure



**Policy:** See N-02 County Internet Use at [www.cosdcompliance.org](http://www.cosdcompliance.org)

**Definitions:** See HHSA Policy N-13 Security Definitions

**Procedures:**

1. Internet use on the County network is to be used for business or work-related purposes.
2. Inappropriate use of the Internet includes, but is not limited to, the following:
  - Transmitting confidential information without authorization and encryption.
  - Posting, viewing, accessing, downloading, receiving or transmitting offensive, threatening, defamatory, pornographic, harassing or obscene material
  - Engaging in computer hacking or other related malicious activities
  - Downloading software, free shareware or other electronic files that have not been approved by the County
  - Downloading and storing software or other electronic files that violate copyright and licensing laws
  - Playing games or gambling over the Internet
  - Downloading, viewing or listening to software, music, video or audio clips, or other electronic files or streaming media that are not work-related or business-justified
  - Making inappropriate purchases over the Internet
  - Conducting non-County related commercial use
  - Posting in social media personal opinions as those of the County
  - Intentionally interfering with the County's Internet gateway
3. Limited and reasonable personal use of the Internet is allowed while on personal time and for purposes that do not interfere with County business, as long as it does not negatively impact work production, and County policies and procedures are not violated.
4. Materials should be downloaded from known trusted sites to avoid malware software (e.g. virus, trojan, spyware).

County users shall have no expectation of privacy in the use of the Internet on the County network. Violations or suspected violations of this policy will be referred to the Agency Human Resources for appropriate personnel action or investigation.

**QUESTIONS/INFORMATION:** HHSA Information Security Manager at 619-338-2634