

Policy No: 70.02.0  
Effective Date: 12/10/01  
New Revision 03/05/07  
Date:

WALLA WALLA COUNTY  
PERSONNEL POLICES AND OPERATIONS MANUAL

---

**SUBJECT: Internet Policy (Resolution 01346 - Dated 12/10/01)**

Revised: 2/12/02 – Resolution 02117

---

**PURPOSE:**

To provide guidance for acceptable use for Internet to county employees.

**POLICY:**

The purpose of providing access to the Internet is to support research by County employees and related agencies. The Internet will provide employees with a fast and convenient resource for the exchange of information. The equipment necessary to access the Internet is the exclusive property of Walla Walla County, and therefore any access is to be used for official business purposes only. Access to the Internet will be at the sole discretion of Management. Walla Walla County Central Services Department will make access to the Internet available when appropriate and adopts the following guidelines.

The County will actively monitor use of the Internet, to ensure that anyone using County access to the Internet does not engage in any unethical, illegal or unacceptable activity. Examples of unethical, illegal or unacceptable activities include, but are not limited to:

1. Seeking to gain or gaining unauthorized access to information resources.
2. Gaining, communicating, or using passwords belonging to other users.
3. Using the Internet to access, process, distribute, transmit or display inappropriate stored electronic media; obscene, libelous or defamatory material, or any material, the access to which might undermine the integrity of Walla Walla County.
4. Participating in "chat rooms".
5. Submitting, publishing or displaying any defamatory or obscene material, either public or private.
6. Using the Internet for personal gain or profit.
7. The use of "Web Radio", "Web Shots", "Weather Bug", "Napster" (or the equivalent), "Web Casts", "Web Robots" or any other real-time connections which occupies continuous bandwidth (resources) in the network.

If an employee is found to have engaged in any unethical, illegal or unacceptable activities, **such activity will subject the user to discipline consistent with any applicable labor agreement or policy including revocation of rights to Internet access.**

In order to maintain network security and comply with the Washington State Department of Information Services Agreement for Internet Access Services, all employees using County access to the Internet are expected to comply with the following:

1. All files downloaded from the Internet must be scanned with anti-virus software approved by Central Services.
2. No computer used for Internet access can be running peer-to-peer network services.
3. No computer used for Internet access can be connected to another Internet Service Provider other than what is provided by the county.
4. Any employee that feels he or she can identify a security concern or feels that his or her system may be infected with a computer virus should perform no further work on the computer and immediately contact Central Services.

For law enforcement activities, the county will provide alternative Internet access not part of the county network, for the purposes of investigations and stealth. Any equipment on alternative Internet access, used for law enforcement investigations will not be subject to this policy. The County Sheriff will be responsible for all activities pertaining to use of this equipment.

The County may update this policy from time to time, as use of the Internet evolves, to reflect changes in Internet technology and any new laws or regulations established regarding Internet use.

All employees hired shall be advised of this policy at the time of hiring or orientation. A signed and dated copy of the current policy shall be placed in the employee's personnel file, with a copy given to the employee.

**PROCEDURE:**

- A. It is the policy of Walla Walla County to require any employee, contractor or consultant who has access to, or is required to use the Internet or Internet services using county equipment, to read, sign and abide by the Walla Walla County Internet Policy.
- B. Upon hiring, each new employee will receive a copy of the Internet policy from the County's Personnel Department, or the department processing the new employee. Each new employee, at the request of his/her elected official or department head, will be given a computer account for Internet access only if the employee has signed a copy of the Internet Policy.
- C. Employees will be notified by e-mail and through elected officials and department heads when changes to this policy are made. It is the responsibility of each employee to review and adhere to this policy.
- D. After 30 days from the employee's hire date, if an employee has not reviewed and signed the policy, or if an employee refuses to review and sign a copy, Technology Services will disable that employee's user account and that employee will no longer be authorized to use any data processing equipment that is attached to the County's computer network.