

A M E N D E D

POLICY NO. 79

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF ST. CLAIR

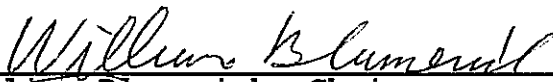
SUBJECT: Information Systems Policy

Amended: April 9, 2002


Due to a Memorandum of Agreement entered into with the Michigan Department of State regarding accessing information on the Internet relative to records of drivers, vehicles or related records, the following language be included as an amendment to Policy No. 79, Information Systems Policy:

"V. Use and Liability

- Add Paragraph C. *St. Clair County Road Commission* employees accessing the Internet for records or information necessary for their daily duty functions shall not disclose any information for personal reasons or private gain. Information obtained through the Internet remains confidential and is to be treated as such. Any *St. Clair County Road Commission* employee found guilty of disclosure of confidential information obtained through Internet access shall be subject to discipline.
- C. Copyright Law becomes Paragraph D"



William Blumerich, Chairman



Donald M. Maronde, Managing Director

Adopted: 09-20-99

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OF THE

COUNTY OF ST. CLAIR

SUBJECT: Information Systems Policy

ADOPTED: September 20, 1999

I. Background

The Board of Commissioners for the *St. Clair County Road Commission* provides access to computers, the internet, voice mail systems and networks to its employees for the express purpose of facilitating *St. Clair County Road Commission* business and services. Electronic mail is also provided for communication purposes between *St. Clair County Road Commission* employees and users outside the *St. Clair County Road Commission*.

This document sets forth *St. Clair County Road Commission's* policy on access to and proper use of the road commission's information systems and on disclosure of electronic and voice mail messages sent or received by the *St. Clair County Road Commission's* employees who use the electronic and voice mail systems. This policy applies to all employees of the *St. Clair County Road Commission* and may be changed at any time.

II. Statement of Philosophy

The *St. Clair County Road Commission* benefits through business-related access, exploration, and appropriate dissemination of Internet-based information and technology. Unlawful, unprofessional, or unethical use or misuse of this technology is prohibited. Electronic communication is fundamentally no different from any other form of communication and is subject to the same standards regarding form and content. No communication of any sort from this organization should contain anything which could be considered prejudicial or harassing.

III. Scope of Policy

It is the intent of the *St. Clair County Road Commission* that electronic mail, Internet resources, and other electronic data resources and information systems be used by employees for departmental functions. It is also the intent of the *St. Clair County Road Commission* to afford the employees the opportunity to utilize the Internet in support of their individual departmental missions.

IV. Acceptable Use Policy

The *St. Clair County Road Commission* encourages personnel to utilize the internet and communications resources to provide or retrieve information or facilitate communication in the performance of *St. Clair County Road Commission* business and services.

- a) For the purposes of this policy, the term "Information Systems" will refer to:
 1. Electronic mail, electronic transmissions and access to the Internet
 2. Voice mail and all telecommunications activity
 3. Computer equipment and usage

- b) The electronic mail and other information systems of the *St. Clair County Road Commission* are not to be used in a way that may be disruptive, offensive to others, or harmful to morale. There is to be no display or transmission of sexually explicit images, messages, or cartoons, nor any transmission or use of electronic mail or voice mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, height, weight, age, disability, or religious or political beliefs. Violation of this policy will result in appropriate disciplinary action. Employees' communications and use of the electronic mail, computer, internet, and voice mail systems will be held to the same standard as all other business communications, including compliance with the *St. Clair County Road Commission's* equal employment opportunity and anti-harassment policies. The *St. Clair County Road Commission* should be notified of any unsolicited, offensive material received by any employee on any system.

- c) Electronic mail is the equivalent of a business memorandum. Words and messages should be prudently selected. Employees should not commit to electronic mail what they would not readily commit to a business memorandum. Employees should be professional in their use of the computer and electronic mail systems.

- d) Employees should use the information systems for *St. Clair County Road Commission* purposes. These systems were put in place to facilitate the employees' abilities to efficiently and productively carry out their job duties. The information systems should not be used to solicit, recruit, or convert others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

- e) The electronic mail, computer, Internet, and voice mail systems are the property of the *St. Clair County Road Commission*. They must not be removed from any road commission property without proper authorization. The Information Systems department will dispose of all hardware, software, and related supplies and documentation. Anything an employee creates, saves or loads on the system becomes the property of the *St. Clair County Road Commission*. All electronic and voice mail messages are road commission records. The *St. Clair County Road Commission* reserves the right to access, monitor, copy, review, download, and disclose all messages, communications, and files created or maintained on these systems, at any time and for any purpose, without prior notice to the employee.

- f) Employees of the *St. Clair County Road Commission* are prohibited from using outside encryption software or devices not owned and registered to the *St. Clair County Road Commission*.
- g) Tampering or turning off any virus protection software is prohibited. All outside source diskettes must first be scanned for viruses by the Information Systems department personnel prior to individual use. Software downloaded from the Internet, bulletin board or third party documents must be loaded into a secure area and virus checked prior to use.

V. Use and Liability

The *St. Clair County Road Commission* is committed to fostering an exchange of information and communication conducive to the mission statement and work atmosphere of *the St. Clair County Road Commission*. Any employee found to be intentionally violating this policy would be subject to disciplinary action.

A. Privacy

Employees are hereby notified that they have no expectation of privacy with regard to use of the *St. Clair County Road Commission's* information systems. Employees should be advised that even if electronic mail is deleted from the employees' screens, it is not deleted from the system and can still be accessed even in the event of the existence of a password. The same is true of all electronic mail that is sent out, Internet sites that are accessed and all images brought up from the Internet. While management reserves the right to enter an employee's information system file whenever there is a business reason to do so, non-management employees should not attempt to gain access to another employee's information system files without the latter's express permission. Non-management employees also should not access anything, which is designated "confidential" without first receiving proper authorization from management.

Employees should not transmit or disclose any of *the St. Clair County Road Commission's* confidential information on the road commission's information systems, without proper authorization from management. Even after receiving such authorization, employees should only send materials of a sensitive nature or which constitute "confidential information" on the Internet if the materials are properly encrypted to prevent interception by third parties. Employees must treat this information in a secure manner at all times.

B. Content

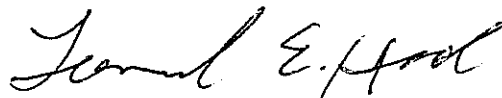
St. Clair County Road Commission employees accessing the Internet should be aware that the Internet permits access to non-road commission users who are not subject to *St. Clair County Road Commission* policies, and contains content, materials, goods and services that individual users may find personally offensive or objectionable. *The St. Clair County Road Commission* does not have the right or capability to monitor or restrict Internet content, therefore, the *St. Clair County Road Commission* disclaims any responsibility and liability for any conduct, content, materials, goods and services available on or through the Internet.

C. Copyright Law

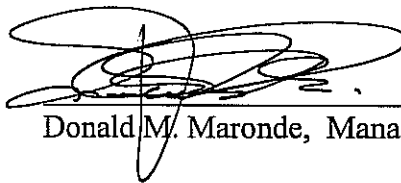
Individual users are responsible for compliance with copyright and other laws. These include, but are not limited to, respect for provision of licenses and recognition and respect for ownership rights of copyrighted materials.

Some information on the Internet may be protected by copyright law. Before downloading any information from the Internet, creating a web page with links to other materials, or copying or using a third party's materials, employees should first consult with management.

Compliance with this information systems policy is a term and condition of employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing, or downloading of any communications or files will result in discipline.



Leonard Hool, Chairman



Donald M. Maronde, Managing Director