

# Email and Internet Usage Policy

Regulation Number: 33

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- A. When deemed appropriate by Department Directors, Internet and Email access will be provided to Guilford County employees. Information regarding County Internet usage and County-provided email correspondence is considered public record.
- B. Guilford County employees will not:
- 1) Generate or forward correspondence or materials that could be construed by a reasonable person as fraudulent, illegal, harassing, disruptive, obscene, indecent, profane or intimidating;
  - 2) Enhance Web browser software (or any County-provided software package) with externally generated programs or add-ons that could potentially introduce viruses into the County's computer environment;
  - 3) Access and utilize materials found on the Internet or email which are not in compliance with copyright or licensing laws pertaining thereto;
  - 4) Download from the Internet, and/or circulate among other County staff, any programs, accessories or frivolous communication not specifically authorized by the Department of Information Services; and
  - 5) Engage in the use of streaming audio or video unless the activity is directly related to County business.
- C. Employees are expected to close Web browser software and disconnect from the Internet when not actively engaged in Web research.
- D. County-owned computers and the data that is created, sent, received, or stored in them are at all times the property of Guilford County. Guilford County reserves the right to retrieve and read any such messages or documents with or without advance notice or employee consent.
- E. Failure to comply with the above criteria or any applicable policies, including Regulation 35: Social Media, may result in the removal of Internet software as well as possible disciplinary action under Regulation 28.