



VERNON PARISH POLICE JURY

COMPUTER USAGE POLICY

POLICY

This policy describes The Vernon Parish Police Jury's guidelines with regard to computer usage, Internet access and disclosure of electronic mail messages sent or received by Vernon Parish Police Jury employees with use of the Police Jury computer system.

APPLICABILITY

This policy applies to all employees and individuals authorized to use parish owned computers and/or email services.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

PRIVACY

The Vernon Parish Police Jury respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of Vernon Parish Police Jury provided equipment or supplies. You should be aware that the following guidelines may affect your privacy in the workplace.

REQUIREMENTS & PROHIBITIONS

The provision of computer workstations to office personnel is provided as a business tool, to be used for business related purposes at significant cost to the Police Jury. The Vernon Parish Police Jury spends a lot of time and money in purchasing, upgrading and maintaining computer hardware/software. Our computer hardware/software system must be protected from personal misuse and from the potentially devastating effects from the introduction of a virus.

Each employee is responsible for the security and content of his/her workstation. User identifications and passwords help maintain individual accountability for computer usage. Passwords are meant to be kept confidential and need to be changed periodically. Please be advised that use of Vernon Parish Police Jury computer systems, Internet access, and email expressly prohibits the following:

1. Installing or downloading (from the internet or other media source) any software on computer systems without management approval
2. Changing computer system settings that can jeopardize the operation of our system
3. Installing, downloading, or playing games on computer systems

4. Distribution of destructive programs (i.e., viruses and/or self-replicating code)
5. Intentional damage of computer systems (for example, hacking and distributing viruses)
6. Making publicly accessible obscene files
7. Solicitation
8. Sending, receiving, printing or otherwise disseminating any confidential information in violation of company policy
9. Improper or excessive nonbusiness use of computer systems, internet, and email
10. Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs
11. Sending or soliciting sexually oriented messages or images
12. Operating a business or soliciting money for personal gain
13. Sending chain letters, gambling or engaging in any other activity in violation of the law
14. Any violation of this policy will include disciplinary action up to and/or including termination

VIRUS DETECTION & PROTECTION

All material to be installed from the Internet, computers, or other media sources, **MUST** be approved and scanned for viruses and other destructive programs before being placed onto the Vernon Parish Police Jury's computer system. This included opening files from any external media source such as floppy disks, compact disks, or zip disks.

Do not open any email attachments unless you are expecting them. Be very cautious of attachments with the file extension such as, .vbs, .bat, .exe, .pif, and scr files. These files are used commonly to spread virus's. Be cautious on the internet, simply visiting a compromised Web site can expose your computer system to infection. Shut down and log off your computer each day before you leave.

If you have any reason to suspect that your pc has become infected, immediately disconnect your computer from the computer network, then call your system administrator.

WAIVER OF PRIVACY

The Vernon Parish Police Jury has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites employees visit on the Internet, reviewing material downloaded or uploaded by employees, and reviewing e-mail sent and received by employees.

Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the Internet.

All usage and communications, whether public, private, or personal on a parish-issued computer or sent from parish email services are subject to applicable laws regarding public records and disclosure. Employees should exercise good judgement and discretion while using their parish-issued computers and email.

VIOLATIONS

Any authorized personnel failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination. Non-compliance likewise may result in the withdrawal of the computers or email service and/or the authorized person to be prohibited from using parish computers or email services.

ACKNOWLEDGEMENT

I have read the above Computer Usage Policy and understand that I am expected to comply with this policy.

Print Name

Signature

Date: _____