

ARMSTRONG COUNTY APPRAISAL DISTRICT

USE OF ELECTRONIC COMMUNICATIONS SYSTEM

As an employee or contract/temporary worker, you are being given access to the district's electronic communications system. You will be able to communicate with other employee's organizations, and people around the world through the internet and other electronic networks. With this opportunity comes personal responsibility. It is important that you read and understand the district's policy, administrative regulations, and agreement form. Ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this system and may be grounds for disciplinary action.

Please note that the internet is a network of many forms of communication and information technology. It is possible that you may run across areas of adult content or some material you find questionable. While the district will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. The district firmly believes that the valuable information and interaction available on the internet far outweigh the possibility that users may view or obtain materials that are not consistent with the goals of the district. You will be held responsible at all times for the proper use of the internet, and the district may suspend or revoke your access if you violate the rules.

The following rules shall be strictly adhered to:

- Your pc has been configured to permit network access and security specific to your user duties. As a network user, you will be assigned an individual network user ID, and you are responsible for maintaining the confidentiality of your network password. Allowing the public or other employees with lesser security the use of your computer and access to confidential information, such as RVI images and email documents, is prohibited. **When it is necessary for IT staff to perform maintenance that requires access to your network and email user ID and password, the maintenance will be completed and you will be instructed to reset your password at your next log in.**
- As a system user, you will be assigned individual user IDs for applications necessary to your job duties and you are responsible for maintaining the confidentiality of your passwords. You will be held responsible at all times for the proper use of your user IDs, and the district may suspend or revoke your access if you violate the rules. Only IT staff should have access to your application user ID and password, and only for necessary application maintenance.
- Your user accounts are to be used mainly for appraisal district purposes, but some limited personal use is permitted.
- The system may not be used for illegal purposes, in support of illegal activities, for any activity prohibited by district policy, or for any use outside the scope of your specific job duties and the general functions of the Armstrong County Appraisal District.
- System users may not distribute personal information about themselves or others by means of the electronic communications system.
- System users may not redistribute copyrighted programs or data without written permission of the copyright holder or designee. Programs and applications provided to the District with the contractual agreement of confidentiality (i.e. sales sources, income sources) will be used only for District purposes and will be considered confidential.
- For the protection of the ACAD network, system users will not download any applications or files without written permission from the Chief Appraiser and Director of Information Technology.

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- Attaching ancillary devices (flash drives, phones, recording devices, other electronic devices, etc.) to your assigned computer equipment is prohibited without written permission from the Chief Appraiser or Director of Information Technology.
- System users will not attempt to gain unauthorized access to restricted information or resources.
- Playing video games of any type or accessing chat rooms that is not work related is not permissible.
- Any malicious attempt to harm or destroy district equipment or data is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of district policy and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the intentional uploading or creating of computer viruses or mal-ware.
- Attempts to read, delete, copy, or modify the electronic mail of other system users or any deliberate interference with another's ability to send/receive electronic mail is prohibited. The use of another person's user ID and/or password outside the scope of duties of IT administration or management is prohibited.
- Using the system in such a way that would disrupt the use of the network by other users is prohibited.

The use of the Armstrong County Appraisal District network and internet access is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The Chief Appraiser will determine what is inappropriate, and that decision is final.

I, the undersigned, have read and will abide by the Electronic Communications Use Policy. I further understand that any violation of the rules is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken.

Information regarding violations by other employees or contract/temporary workers should be immediately reported to the Director of Information Technology or the Chief Appraiser. Failure to report known or suspected violations may be considered grounds for disciplinary action.

NAME

DATE