



County of Bedford, Virginia

Acceptable Use Policy

**Information Technology
Department**

**Issue/Effective Date: June 29, 2021
Approval Date: June 28, 2021
Approved By: County Administration**

Introduction

Bedford County, VA systems, networks, email, equipment, telephone, and Internet connectivity are provided for business use. All county employees shall be required to comply with acceptable use standards.

County technology systems are a critical component to effectively serve county residents. Technology systems are used within every department and by almost every employee. The data collected, used, and stored using County technology systems contains not only public data, but also includes private, confidential, and sensitive data which must be protected. Every technology user is responsible for protecting this data.

The intent of this policy is to provide a minimum framework to protect the County's technology systems. This policy is not intended to serve as a comprehensive checklist of rules, but rather a set of examples used to develop a mindset of safe cyber hygiene practices.

Scope

This scope of this policy applies to any user with access to County technology systems. Users include County employees, agencies, or contractors using County systems.

Any and all work performed for Bedford County on said County equipment by any and all employees of any kind is covered by this policy. Work can include (but not limited to) e-mail correspondence, web browsing, utilizing intranet resources, and any other county systems.

Definition of Terms

The following terminology will be used throughout this document. These terms are intended to be applied within the context of this document.

Access: Refers to accessing or having access to any County system or County data.

- *Access to data* shall include creation, viewing, modification, transmission, dissemination, storage or destruction of any County electronic data.
- *Access to systems* shall refer to any County system, device or network connection which may have the ability to access County data.

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Data: While data may be non-digital, when referenced within this document, the term data refers to any digital information, whether complete or in part, regardless of content or application, stored or transmitted on a County technology system.

- *Public Data:* Data legally accessible by anyone
- *Non-Public Data:* Data not for public distribution, which may contain private or confidential information. Non-public data may be personnel records, criminal justice data, HIPAA data, financial records, or other data considered non-public by any local, state, or federal statute or law.

IT: Bedford County Information Technology Department

Supervisor: A user's supervising authority. This may be a supervisor, department head, Personnel Committee, County Administration.

System: Any desktop, laptop, server, network switch, firewall, wireless connection, ethernet connection, software, database, or storage device. The term system shall include any physical, virtual, or cloud-based resource that is utilized to store or transport County data.

Technology Use Agreement

By accessing County technology systems, users shall agree to the clauses listed in this policy and agree these clauses represent a minimum framework defining the mindset of secure cyber hygiene practices and not an all-inclusive list.

I. General Application

County technology systems are provided as tools to provide better service to the public by enhancing effectiveness and efficiency. Proper use is the responsibility of each user. Any use must be for legal purposes and must withstand public scrutiny without embarrassment to the County. All users must consider the security risks and the risk of legal liability. Inappropriate or misuse may result in discipline, up to and including termination and/or criminal prosecution.

II. Monitoring and Privacy

The County may exercise its right to monitor, inspect or retrieve data stored, accessed, processed or transmitted by or through its technology systems without advance notice to any user. While using County technology systems, this policy shall be considered notice that users have no right to expect privacy related to any data created, accessed, stored or transmitted through County technology systems. Department heads and supervisors have access to review usage history to assess the professionalism, timeliness and effectiveness of communications, similar to reviewing copies of correspondence in a file. It should be noted that triggers to an investigation of inappropriate use



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include, but are not limited to, firewall logs, content filter, anti-virus server, other reports or tools which show inappropriate or atypical usage, or concerns raised from supervisors, department heads, or other employees.

III. Usage Guidelines

Technology systems shall be used for County business directly related to the user's employment duties. Users shall:

- A. protect County data and technology systems.
- B. report lost or stolen devices to County IT staff immediately.
- C. never share login credentials.
- D. comply with all applicable federal and state data compliance regulations or statutes, such as but not inclusive of, Government Data Collection & Dissemination Practices Act Chapter 38 of Title 2.2 of the Code of Virginia, Criminal Justice Systems (CJIS), HB 2178 Virginia voter registration system; security plans and procedures; remedying security risks, and the Health Insurance Portability and Accountability (HIPAA).
- E. complete the County cyber security training annually in addition to other applicable technology training required for one's position.
- F. report suspicious activity to the IT Department immediately.
- G. only share data with authorized personnel and only for authorized use.
- H. only use technology systems authorized by the IT Department.
- I. include the IT Department in any technical support issues, including issues involving third party vendors or contractors.

With the authorization of the Director of Information Technology, vendors will be provided access and credentials as needed.

IV. Personal Use

With supervisor approval, incidental personal use is allowed if usage complies with all applicable County policies and does not:

- A. result in the hinderance of a user's ability to complete official duties
- B. result in any incremental cost to the County or results in an incremental cost small enough as to make accounting for it unreasonable or administratively impracticable, to include the value of employee hours
- C. create or increase security risk



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- D. create or increase legal liability for the County
- E. create or increase the likelihood that IT support services may be required.

V. Prohibited Use

While using County technology resources, users are prohibited from:

- A. usage that may impair the quality or productivity of the employee or other employees.
- B. storing personal / non-work-related music, video, photos
- C. gaming, gambling, non-work-related streaming media, social media, bandwidth intensive or other high-risk activity.
- D. installing hardware or software without permission from the IT Department.
- E. promoting a political or private cause.
- F. accessing, uploading, downloading, transmitting, receiving or distributing pornographic, obscene, abusive or sexually explicit, harassing or discriminatory materials or language.
- G. violating any local, state or federal law or engaging in any type of illegal activities including violation of any copyright, trademark or intellectual property laws, use of pirated or otherwise unlawful or unauthorized software.
- H. accessing and/or retrieving materials related to controlled substances, products or paraphernalia or any type of violence, vandalism or illegal activity.
- I. using County technology systems for direct or indirect personal gain.

VI. Reporting Misuse

Any allegations of misuse should be promptly reported to the Director of Information Technology.

VII. Disclaimer

The County assumes no liability for direct and/or indirect damages arising from the user's use of the County's information systems and services. Users are solely responsible for the content they disseminate. The County is not responsible for, and Users shall indemnify and hold harmless the County from, any third-party claim, demand, or damage arising out of use of the County's information systems or services.

VIII. Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at the County. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of



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the County's information systems and services may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of information services access;
- Disciplinary action according to applicable County policies;
- Termination of employment; and/or
- Legal action according to applicable laws and contractual agreements.

A handwritten signature in blue ink, appearing to read "Kaitlin Hines".

County Administrator