

**KEWAUNEE COUNTY
INTERNET AND E-MAIL POLICY
JULY 1, 2001**

Voicemail, electronic mail (e-mail) and other computer information systems are available to various positions throughout Kewaunee County in order to enhance productivity and provide more efficient services for our customers. Kewaunee County's voicemail and e-mail as well as its Internet access are County property and are intended solely for carrying out County business. Additionally, all files and messages sent, received, composed, and/or stored on any computer system are the property of the County.

All messages transmitted via these systems will be treated as business messages. Any employee who sends a personal message on these systems should be aware that such messages will be viewed as a business message and not a personal, confidential message of the employee. Employees must not copy and send by e-mail or the Internet any information or software that is protected by copyright or other intellectual property laws.

Use of the Internet is not confidential, but a public service and a privilege, not a right. Internet use may be revoked at any time for unacceptable use. The County retains the right to keep, retrieve and monitor all access to Internet and online service activity. Furthermore, a specific review of an individual's files and/or activity may be authorized without notification to that individual.

All employees should keep e-mail, Internet and voice messages businesslike and refrain from using the systems for gossip, personal messages, chat rooms or chain letters. E-mail and voice messages should not be profane, vulgar, defamatory, or harassing. No one may use the voicemail, e-mail, the Internet or other computer systems to download, send or forward to others any discriminatory or threatening messages, ethnic or racial slurs, indignities, obscenities, sexual or offensive comments, off-color jokes, lewd graphics or pictures, pornography, or anything that may be construed as harassment or showing disrespect for others. Nor may employees use voicemail, e-mail or the Internet to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters. Any employee misusing the voicemail, e-mail, the Internet or computer system will be subject to withdrawal of access and progressive discipline up to and including termination.

Some personal messages may be allowed if they do not take away from doing pre-assigned job duties. They would include e-mail to family members. A misuse of the privilege, however, may result in removal of such privilege for that individual. Kewaunee County employees should keep this in mind when using County electronic equipment. What an individual does not only affects that individual, but fellow co-workers as well. If an abuse is happening, please report that individual to your Department Head or Supervisor.

The County reserves the right to access, search, and monitor, without advanced notice, the voicemail, e-mail or computer files of any employee that were created, stored on or deleted from the computer and voicemail systems. Accordingly, no employee should expect his or her voicemail, e-mail or computer files, communications, or usage to be confidential or private. Your confidentiality, as defined here, would pertain to fellow employees not to Information Systems Administrators and Administrative Staff. The State of Wisconsin Privacy Act will be observed for any departments dealing in cases of Client Confidentiality.

Kewaunee County internal systems security should be maintained and protected by all county employees. Kewaunee County employees should consider passwords confidential and not public knowledge. Passwords will be required to be changed every ninety days. Passwords should not be easily recognized. A combination of letters and numbers should be used. Passwords should be a five digit minimum. Maintaining Kewaunee County security should be a top priority. Any employee caught or attempting to use a fellow employee's password will result in or be subject to disciplinary action.

I acknowledge that I have received a copy of Kewaunee County's Policy on Voicemail, E-mail and Computers Files dated July 1, 2001. I agree to abide by the conditions set forth above.

Employee's Signature

Date