

**Medina County
Internet/Intranet and Email Policy**

Medina County recommends to all department heads, supervisors, and elected officials that their departments and offices use a County email address for all County business.

Medina County provides computer equipment, software, and internet access to its employees for governmental purposes only. Users of equipment must adhere to strict guidelines, outlined in the following document. Medina County may modify these regulations at any time, providing proper notification to all users.

System administrators, office holders, and department heads reserve the right to monitor all activity on County-owned computers. They also reserve the right to immediately terminate the account of a user who misuses the system.

On-Line Conduct / Use of the System

- The user agrees not to publish on or over the system any information which violates or infringes upon the rights of any other person, or any information which would be abusive, profane, or sexually offensive to the reasonable person.
- The user agrees not to publish any advertising or solicitation of other members to use goods or services.
- The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law or which is contrary to this or any other County policy.
- Internet access shall not be used for the solicitation of money for religious or political purposes.
- The user will not seek to benefit personally or permit others to benefit personally by any confidential information which has come to said user by virtue of his/her position in the County.
- Internet access is for County business only. The user is granted permission to utilize the County's internet/Intranet access account only on County-owned equipment, for County Purposes.
- Internet access shall not be used for recreational purposes, including computer games.
- Medina County does not condone the use of objectionable materials. The user therefore specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal materials.
- The user will not encourage the use, sale, or distribution of controlled substances. Transmission of material, information, or software in violation of any local, state, or federal law is also prohibited.
- The user agrees to indemnify Medina County for any losses, costs, or damages, including attorney fees incurred relating to, or arising out of, any breach of this agreement by said user.

Licensed Software / Copyrighted Materials

- The user shall not install, upload, or download any software on County equipment without prior approval of the elected official or department head.
- Copyrighted materials, not owned or licensed by the County must not be placed on any computer or system without authorization from the elected official or department head. All copyright laws must be observed. Any violation of applicable copyright law is an express violation of this policy.

Email

- County computers and their software are owned or licensed by the County, including the words written with them and time spent using them.
- Email transmissions can and will be monitored by the elected official, department head, or other appropriate government official.
- Email transmissions which contain offensive, harassing, or defaming messages are not permitted, including, but not limited to, transmissions with disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political belief.
- The Email system will be administered according to the policies developed by the Computer Department, County Engineer's Office.

VIOLATIONS OF THE POLICY MAY RESULT IN DISCIPLINARY ACTION!

I have read and I understand Medina County's Internet and Email Policy, and agree to assume the responsibilities as outlined.

Employee Printed Name

Employee Signature

Date

Elected Official / Dept Supervisor

Supervisor Signature

Date

Department