

RESOLUTION NO. 36-97

A RESOLUTION RELATING TO A POLICY FOR THE UTILIZATION OF ELECTRONIC COMMUNICATIONS FOR THE CONDUCT OF COUNTY BUSINESS.

WHEREAS, Mason County utilizes various electronic methods of communications within the county and with many citizens, businesses and organizations; and

WHEREAS, Additional forms of electronic communications will be added in the future; and


WHEREAS, Electronic communications offer substantial benefits to Mason County as well as potential for misuse; and


WHEREAS, Written policy and procedures are required to ensure all users of Mason County electronic communications equipment are guided to prevent misuse.

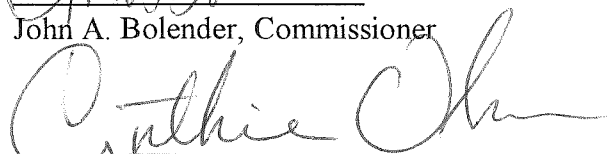
NOW, THEREFORE, BE IT RESOLVED by the Board of Mason County Commissioners that the Mason County Electronic Communications Policy, attached hereto as Exhibit "A" is hereby adopted, and shall be in full force and effective starting March 1, 1997.

Dated this 8th day of April, 1997.

BOARD OF COUNTY COMMISSIONERS


Mary Jo Cady, Chairperson



John A. Bolender, Commissioner


Cynthia D. Olsen, Commissioner

ATTEST:


Clerk of the Board

APPROVED AS TO FORM:


Chief Deputy Prosecuting Attorney

C: File
ELECTED OFFICIALS
DEPARTMENT HEADS

MASON COUNTY

ELECTRONIC COMMUNICATIONS POLICY

The primary purpose of Mason County's electronic communications is to support the timely and efficient conduct of County business. The communications are also provided to encourage and facilitate the free exchange of business related communications and ideas between employees. This policy defines the use of electronic message systems and communications media by employees of Mason County. This includes, but is not limited to, telephones, electronic mail systems (E-Mail), voice mail systems, faxes, Internet and other electronic media that receive, store, transmit and display correspondence and data files for internal and external business communication purposes. All electronic data are the property of Mason County and may be public records under the **Public Disclosure Act (RCW 42.17)**.

This policy applies to all elected officials, employees, contractors, extra help employees, volunteers and other individuals who are provided access to Mason County's electronic communications.

Employees are representing the County, and thus all communications shall be professional and appropriate. Employees are prohibited from using electronic communications for the solicitation of funds, political messages, harassing messages and other such messages not appropriate to the business setting. Employees and people that were previously employed by Mason County have no rights to the contents of the County electronic communications. The misuse of electronic communications may subject the employee to disciplinary actions, including but not limited to termination.

1. Electronic Communications Defined. Electronic communications are defined as including, but not limited to, telephonic communications including voice mail, facsimile(fax) communications, electronic mail (E-Mail), and data and file transfers utilizing electronic means..

2. Electronic Communications are for Business Use. Mason County's electronic communications are for official business. The systems are not to be used for employee personal gain or to support or advocate for non-county related business. The County reserves the right to monitor the use and content of electronic communications.

3. Electronic Communications are Not Private. Electronic communications are not private or confidential. Any message sent through voice mail or E-mail can be forwarded on to anyone else on the system. Even after voice mail or E-mail has been deleted, it can still be possible to retrieve it and read it. All messages are Mason County records and are

the property of Mason County. Mason County reserves the right to read, use and disclose electronic communications. For these reasons, the County's electronic communications must not be used to communicate or store information considered personal or private.

4. Electronic Communications Decorum and Content. When using the County's electronic communications systems, keep in mind all communications must be appropriate to the business setting. If you believe that you are receiving communications that are inappropriate to the workplace, please follow these procedures:

- a. Don't delete the message;
- b. Don't respond;
- c. Notify your supervisor, elected official/department head immediately or Human Resources Department.

INTERNET USE

1. Internet is for Business Use. When accessing the Internet, employees are representing Mason County. Access to the Internet should be strictly for county related business, and is only allowed via the County's centralized Internet connection. Alternate methods of Internet access, such as using an outside modem for access would compromise the County's network security. Requests for exceptions must be reviewed by Information Services and approved by the Board of County Commissioners. Any costs incurred while accessing the Internet are the responsibility of the employee unless approved in advance by the elected official/department head.

2. Internet Use is Not Private. When sites are accessed, Internet Protocol addresses are recorded. Comments are not anonymous, and any electronically stored communications sent or received may be retrieved. Mason County reserves the right to review user accounts, workstations and file server space in order to determine whether specific uses of information systems are appropriate.

3. Inappropriate Internet Sites. The Board of County Commissioners reserves the right to make the final determination as to what is considered appropriate in all cases of Internet use. The following are examples of inappropriate sites, and are not intended as an all inclusive list:

- a. **Pornographic, religious, partisan political , or non-business sites.**
- b. **Any site that charges a fee. Visiting such a site must be pre-authorized in writing. If you do visit such a site by mistake, do not give out any billing information such as a credit card or business phone number. If you are asked for billing information, cancel out of the screen immediately.**
- c. **Vendor sites to purchase personal items. Business purchasing must only utilize the county purchasing procedures.**

4. Harassment through the Internet. If you believe that you are the victim of harassment, please follow these procedures:

- a. Don't delete the message;
- b. Don't respond;
- c. Notify your supervisor, elected official/department head immediately or Human Resources Department.

Mary Jo Cady _____
Chairperson

John A. Bolender _____
Commissioner

Cynthia D. Olsen _____
Commissioner