

STATE OF GEORGIA
CRAWFORD COUNTY

RESOLUTION OF THE CRAWFORD COUNTY BOARD OF COMMISSIONERS FOR THE
AMENDMENT OF THE CRAWFORD COUNTY PERSONNEL POLICIES MANUAL

Purpose: To Amend the Crawford County Personnel Policies Manual by included a Section as an
Attachment entitled "Crawford County E-mail/Internet Use Policy Statement

WHEREAS, Crawford County enacted its latest Personnel Policies Manual on January 2,
2007; and

WHEREAS, the governing authority of said County; to wit: the Crawford County Board
of Commissioners, has determined that said policy warrants updating and improving from time to
time; and

WHEREAS, the Commissioners have determined that usage of E-Mail, Internet and
county computer equipment and the like needs to be addressed in said manual;

NOW, THEREFORE, BE IT RESOLVED BY THE CRAWFORD COUNTY BOARD
OF COMMISSIONERS AS FOLLOWS:

The said Crawford County Personnel Policies Manual, duly adopted on January 2, 2007,
shall be amended to include as an attachment the three page Crawford County E-Mail/Internet
Use Policy attached hereto as Exhibit "A".

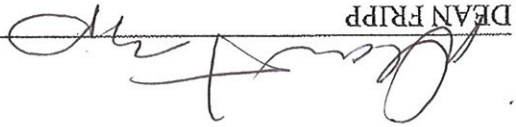
That the County Manager shall disseminate the said E-Mail/Internet Use Policy to all
County Department Heads for dissemination to their respective employees in their respective
departments within 30 days of the date of execution hereof.

That any and all County ordinances in conflict with this newly adopted E-Mail/Internet
Use Policy are hereby repealed.

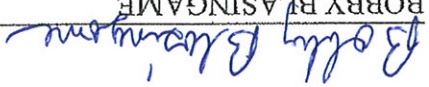
ADOPTED AND APPROVED BY THE CRAWFORD COUNTY BOARD OF
COMMISSIONERS AT A REGULAR MEETING, DULY CALLED AND HELD THIS
DAY OF JULY, 2010. ALL COMMISSIONERS VOTING "YES" AND NONE VOTING
"NO".

(SIGNATURE PAGE FOLLOWS)

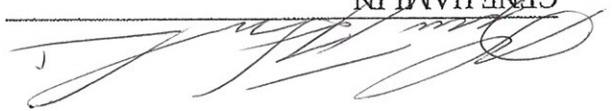
DEAN FRIPP



BOBBY BLASINGAME



GENE HAMLIN



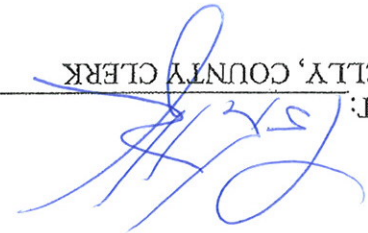
FRANK HOLLIS, VICE CHAIRMAN



EDDIE STILL, CHAIRMAN

PAT KELLY, COUNTY CLERK

ATTEST:



CRAWFORD COUNTY E-MAIL/INTERNET USE POLICY STATEMENT

The use of Crawford County automation systems, including computers, fax machines, and all forms of internet access, is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the County or otherwise violate this policy.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the County's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of County computers, networks, and internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate County purposes;
 - Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
 - Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
 - Making unauthorized copies of County files or other County data;
 - Destroying, deleting, erasing, or concealing County files or other County data, or otherwise making such files or data unavailable or inaccessible to the County or to other authorized users of County systems;
 - Misrepresenting oneself or the County;
 - Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
 - Engaging in unlawful or malicious activities;
 - Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the County's networks or systems or those of any other individual or entity;
 - Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
 - Sending, receiving, or accessing pornographic materials;
 - Causing congestion, disruption, disablement, alteration, or impairment of County networks or systems;
 - Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
 - Using recreational games; and/or
 - Defeating or attempting to defeat security restrictions on county systems and applications.
- Using County automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the County anti-harassment policies and is subject to disciplinary action. The County's electronic mail system, internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of county resources for illegal activity can lead to disciplinary action, up to and including

dismissal and criminal prosecution. The County will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the County's automation systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy

The County owns the rights to all data and files in any computer, network, or other information system used in the County and to all data and files sent or received using any company system or using the County's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. The County also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the internet and of computer equipment used to create, view, or access e-mail and internet content. Employees must be aware that the electronic mail messages sent and received using County equipment or County-provided internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by County officials at all times. The County has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with County policies and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate County official.

The County uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. Accordingly, employees should assume that whatever they do, type, enter, send, receive, and view on County electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and County use at any time. Further, employees who use County systems and internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than County systems or the company-provided internet access.

The County has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and County rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of County policy for any employee, including system administrators and supervisors, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Policy Statement for Internet/Intranet Browser(s)

The Internet is to be used to further the County's mission, to provide effective service of the highest quality to the County residents and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/intranet access are County resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating county security policy, copyright, and licensing agreements.

All County policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, county information dissemination, standards of conduct, misuse of county resources, anti-harassment, and information and data security.