SIGNATURE PAGE FOLLOWS

No.

Day of July, 2010, all Commissioners voting "Yes" and none voting
Commissioners at a regular meeting duly called and held. This
adopted and approved by the Craven County Board op

Use Policy are hereby repealed.

The any and all County ordinances in conflict with this newly adopted E-Mail/Internet

Department within 30 days of the date of execution hereof.

County Department Heads for dissemination to their respective employees in their respective

Then the County Manager shall disseminate the said E-Mail/Internet Use Policy to all

Use Policy attached hereto be Exhibit "A".

shall be amended to include as an attachment the three page Craven County E-Mail/Internet

The said Craven County Personnel Policies Manual, duly adopted on January 2, 2007,

OF COMMISSIONERS AS FOLLOWS.

NOW, THEREFORE, BE IT RESOLVED BY THE CRAVEN COUNTY BOARD

of Commissioners have determined that usage of E-Mail, Internet and

WHEREAS, the Commissioners have determined that usage of E-Mail, Internet and

time; and

WHEREAS, the Commissioners has determined that said policy warrants updating and improving from time to

WHEREAS, the governing authority of said County to which the Craven County Board

2007; and

WHEREAS, Craven County enacted its latest Personnel Policies Manual on January 2,

Amendment entitled "Craven County E-Mail/Internet Use Policy Statement

Purposes: To amend the Craven County Personnel Policies Manual by included a section as an

AN AMENDMENT OF THE CRAVEN COUNTY PERSONNEL POLICIES MANUAL
RESOLUTION OF THE CRAVEN COUNTY BOARD OF COMMISSIONERS FOR THE

CRAVEN COUNTY
STATE OF GEORGIA
Using Company Information Systems to access, copy, create, view, forward, or receive e-mail, email.

Deporting or attempting to deport employees of County systems and applications.

Leaving the restricted area: under

The employee's own authority, if you leave your computer or system unattended.

Failing to log out of any system, controlled-access computer, or other form of electronic data.

Sending, receiving, or accessing pornographic materials.

Other public or private message.

Leaving electronic data, electronic mail, or electronic files in County facilities.

Saving or transferring any electronic files, work folders, log-in programs, code or other.

Deploying in unauthorized or malicious attacks.

Violation of other local ordinances in any way.

Abusing or abusing the rights of the United States of any other nation of any state, city.

Interfering or attempting to interfere with the County's access or access to the County's systems.

Making such files or data unaccessible to the County or any other authorized

Accessing electronic data, server data, or other County data or otherwise.

Leaking unauthorized copies of County files or other County data.

Messaging and other means (see below).

Engaging in practices or personal business activities, including excessive use of internet

Commercial or other (e.g., phone) mail is not to be conducted in any way in the County or in any County facility.

not to be used for.

The use of County computers, networks, and internal access is a privilege granted by management and

Cooperation of the parties to displace the workforce.

Access to employees or to the County or other County facilities.

Leaves of county employees for illegal activities can lead to disciplinary action, up to and including

An 8.00 x 9.90 inch image of a page from a document is shown, with text that appears to be discussing internet and email use policy. The text is not clearly legible due to the image quality.
Confidentiality of Electronic Mail

In order to protect the confidentiality and integrity of information transmitted electronically, it is important to be aware of the following guidelines:

1. **Non-disclosure:** Information transmitted electronically should not be considered confidential unless otherwise specified.
2. **Security:** Use secure communication methods such as encrypted email or other secure channels.
3. **Access:** Ensure that access to electronic mail is restricted to authorized personnel only.
4. **Disposal:** Properly dispose of electronic mail, ensuring that it is securely deleted or destroyed.

The County assumes no responsibility for the security or confidentiality of electronic mail transmitted through its systems.

Inappropriate use of County equipment and failure to follow these guidelines may result in disciplinary action.

Exhibit: Email Policy

Security Information

- **Access Control:** Only authorized personnel shall have access to electronic mail.
- **Encryption:** Use secure encryption methods for sensitive information.
- **Backup:** Regular backups should be performed to ensure data is not lost.

The County is committed to protecting the confidentiality and security of electronic mail.

**Disclaimer:** The information contained in this document is for general guidance only and does not constitute legal advice. Users should consult with legal or other appropriate professionals for specific advice regarding their unique situation.
Security

Standards of conduct, misuse of county resources, anti-harrassment, and information and data

Security policy, copying, and licensing agreements.

Employee are individually liable for any and all damages incurred as a result of violating county

Security

Computer equipment and software.

Integrity issues are a special exception to the general problem of personal use of

Research, professional development, and work-related communications. Limited personal use of

Professional activities and career development. The various modes of information access are

Employee should work with supervisors to determine the appropriate use of the Internet to

Ensure an equal access to the County Information and data. In support of direct restrictions placed.

Policy Statement for Internet/Intranet Browsers

Electronic mail messages received should not be altered without the sender's permission.

Electronic Mail Temping

Employees in such situations will be subjected to disciplinary action.

Unauthorized access to directly related to the employee's job duties. Employees found to have

To access electronic mail and computer systems must satisfy the agency's job duty or the terms of their

Hours of Employment

Violations of County policy for any employee, including system administrators and supervisors.