

<p style="text-align: center;">DAVIE COUNTY, NC FIRE MARSHAL'S OFFICE STANDARD OPERATING GUIDELINES</p>	REVISION DATE 6/4/2018
<p style="text-align: center;">SUB DOCUMENT</p> <p style="text-align: center;">COMPUTER POLICY</p>	ADMIN PAGE 1 OF 3
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1. PURPOSE

To establish a guideline to ensure responsible and acceptable use of County computers and networks by all members of the Davie County Fire Marshal's Office and its employees. With the use of computers and the Internet as a key instrument in performing daily job tasks and communications, Davie County requires personnel to use County owned computers and networks in a responsible and professional manner while all computer files are property of Davie County. This guideline includes all County issued cell phones, i.e. smart phones, Ipads, laptops, desk tops or other electronic devices.

2. GUIDELINE:

2.1 **Improper Computer Use:**

The following list provides examples of improper use of County computers and networks. Improper use is not limited to this list and the employee's immediate supervisor can determine whether or not an employee is using a computer in an acceptable manner.

- Excessive personal use as deemed by the employee's supervisor. Using the computer in a way that interferes with the employee's job duties and responsibilities. This includes promoting a commercial or personal business.
- Inappropriate use of unofficial websites and weblogs.
- Downloading and/or installing non-authorized software.
- Compromising the privacy and/or security of users. This includes sharing passwords.
- Disrupting the functions of the County networks or other computer resources, including, but not limited to, propagation of worms, or viruses, or other debilitating programs.
- Transmitting unsolicited commercial information (i.e. junk mail, advertising, etc)
- Supporting or soliciting on behalf of groups, organizations, etc. that are not related to Davie County.
- Engaging in political lobbying.
- Unauthorized access.
- Copyright or trademark infringement.
- Viewing, transmitting or receiving sexually explicit material.
- Sending racial, ethnic, religious or gender-based slurs.

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- Threatening or harassing others.
- Spreading rumors and falsehoods (gossip)
- Gambling.
- Conducting or participating in illegal actions.
- Any use that violates any other County and Departmental Guideline (See also Davie County Handbook)

2.2 **Acceptable Use**

Davie County employees must use County-provided Intranet, Internet, E-mail and/or computers in a responsible and acceptable manner. The following, although not all-inclusive, are acceptable uses and responsibilities of Davie County employees:

- Davie County Emergency Services and its employees are to utilize computers in a manner that conform to the purpose, goals, and mission of the Fire Division and to each users job duties and responsibilities.
- Use information technology resources efficiently and productively.
- Limited personal use may be permitted, as approved by the immediate supervisor, at times when the use does not interrupt, interfere or prevent the productivity of the DCFMO employee's job duties and responsibilities.
- Reasonable precautions should be taken to protect individual work stations and electronic mail accounts. Locking or using a screen saver password is a reasonable precaution to take.

2.3 **Privacy and Ownership**

- All computer files are the property of Davie County, regardless of their physical location or the form in which they are maintained. Davie County reserves the right to access and disclose all messages and other electronic data for legal and audit purposes.
- Any written, auditory and/or visual messages, image, or video communicated or displayed by a member that are relative to Davie County Emergency Services in any capacity are the sole property of Davie County Emergency Services. This includes, but not limited to, any written, auditory and/or visual message, image, or video communicated or displayed via County or DCFMO resources or via

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personal resources (cell phones, smart phones, PCs, laptops, iPads, etc.) and/or via social media (Twitter, Facebook, MySpace, etc.).