



Lake County Illinois

Legislation Text

File #: 16-0418, **Version:** 1

Resolution amending the Lake County Employee Policies and Procedures section 9.5, Electronic Communications.

- The County recognizes the need to establish work rules and procedures outlining the acceptable use of software and automation in the course of employment and the utilization of county-owned equipment.
- It is recommended the acceptable use policy contain provisions defining appropriate use for modern software and automated features.
- The policy will expand prohibited use activities to include: 1) solicitation of selling of service or goods; 2) enabling unauthorized access; 3) not making reasonable efforts to protect passwords; 4) intentionally spreading a virus; 5) maintaining or participating in non-work-related "blogs" or other personal messaging; 6) failing to lock or log off idle computers; and 7) defeating or attempting to defeat security restrictions.
- Additionally, the recommended policy will provide guidance on the use of personal electronic devices such as smart phones and table when being used for business and non-business purposes.