

ORDINANCE NO. 652

AN ORDINANCE ESTABLISHING INFORMATION TECHNOLOGY RESOURCES POLICY AND PROCEDURES

Adopted by the Champaign County Board on May 21, 2002
Revised March 18, 2010

WHEREAS, the Champaign County Board deems it advisable to maintain the Champaign County Information Network for use by Champaign County Offices and Departments; and

WHEREAS, the Champaign County Board deems it advisable to establish a policy and procedures governing the use and development of the Champaign County Information Network;

NOW, THEREFORE, BE IT ORDAINED by the Champaign County Board, that the policy and procedures for the Champaign County Information Network are as follows:

Article I. Scope

Every user of Information Technology Resources (ITR) and the Champaign County Information Network (CCIN) will read, understand, and sign a consent form holding them responsible to abide by the policies and procedures outlined in this document.

This policy governs, without limitation, the following forms of communications: e-mail; internet access; use of the World Wide Web; and use of the intranet.

Article II. Definitions

1. **Champaign County Information Network (CCIN):** An in-house intranet that serves the employees of Champaign County. An Intranet is not a site that is accessed by the general public.
2. **Copyright:** A form of legal protection that grants certain exclusive rights to the author of a program or the owner of the copyright.
3. **Data:** the words, numbers, and graphics that describe people, events, things and ideas.
4. **Downloading:** The process of transferring a copy of a file from a remote computer to another computer's disk drive.
5. **Elected official / Office:** Includes the Champaign County Auditor, Sheriff, State's Attorney, Coroner, Recorder, Treasurer, County Clerk, and Circuit Clerk. Unless context requires otherwise, it includes the Presiding Judge (with respect to his authority over the Courts and

Court Services) and any other department or office given statutory control over its own operations.

6. **Electronic Mail (E-Mail):** A typed message or image sent electronically from one user to another.
7. **E-Mail Attachment:** A file such as a document, worksheet, or graphic that travels through the e-mail system along with e-mail messages.
8. **Encryption:** To put into code or cipher or to scramble access codes to computerized information so as to prevent unauthorized access.
9. **Information Technology Resources (ITR):** Includes, but is not limited to computers, databases, software, servers, and the Champaign County Information Network (CCIN); files, folders, and documents; Internet access and web pages; and electronic mail including both Intranet and Internet.
10. **Internet:** A collection of local, regional, national, and international computer networks that are linked together to exchange data and distribute processing tasks.
11. **Intranet:** An infrastructure using Web technology that businesses use for internal communication.
12. **Network:** A group of connected computers that allow users to share information.
13. **Patent:** A grant made by a government that confers upon the creator of an invention the sole right to make, use, and sell that invention for a set period of time.
14. **Server:** A computer and software that make data available to other computers.
15. **Software License:** A legal contract that defines the ways in which you may use a computer program.
16. **Trademark:** A name, symbol, or other device identifying a product, officially registered and legally restricted to the use of the owner or manufacturer.
17. **Virus:** A program designed to attach itself to a file, reproduce, and spread from one file to another, destroying data, displaying an irritating message, or otherwise disrupting or rendering a computer system useless.
18. **Use:** Includes, but is not limited to transmitting; uploading; downloading; cutting, pasting and copying; forwarding or retransmitting; attaching to e-mail messages; attaching to chat

messages; posting in a public access area; printing; saving to disk or other storage medium; and sending by FAX.

Article III. General Conditions of Use

- A. Applicability: The conditions of this Article are applicable to all who use Information Technology Resources (ITR) and the Champaign County Information Network (CCIN)

- B. Administrative Services: Administrative Services shall perform functions including the following:
 - 1. Permitting Champaign County Employee's access to the mainframe computer menus, intranet, and Internet with passwords pursuant to Elected Official or Department Head approval.
 - 2. Programming for all Champaign County Departments and Elected Offices using Champaign County's mainframe computer, subject to criteria set forth by Elected Officials, the Presiding Judge, and in the case of County Departments within the jurisdiction of the County Board, Administrative Services.
 - 3. Establishing criteria for hardware and software vendors, subject to needs identified by Elected Officials, the Presiding Judge, and, in the case of County Departments within the jurisdiction of the County Board, Administrative Services. Administrative Services may not deny a request to install specific hardware or software to be paid for by the Office or Department requesting it, but may require that it not be hooked up to the CCIN if it determines that its use on the CCIN would compromise the CCIN.
 - 4. Consultation with Department Heads, the Presiding Judge, and Elected Officials on ITR.
 - 5. Installation and removal of software, upon demand of Elected Officials, the Presiding Judge, and, in the case of County Departments within the jurisdiction of the County Board, Administrative Services.
 - 6. Backing up all information stored on Servers and AS/400s on a regular basis.
 - 7. Ensuring data storage practices comply with the Local Records Act (50 ILCS 50/205).

- C. Autonomy of Elected Officials and Courts
 - 1. Nothing in this policy shall give Administrative Services the authority to determine the ITR needs of any Elected Office or the Courts.

- a. Elected Officials and the Presiding Judge shall determine the ITR needs of their own offices, given the budget and operations of their offices, and Administrative Services shall work with Elected Officials to implement the ITR resources which those Officers or the Presiding Judge determine are necessary;
 - b. If Administrative Services determines an installation request of an Elected Official or the Presiding Judge would compromise the CCIN, Administrative Services may require that the software or program be installed on a stand-alone computer, not hooked up to the CCIN.
2. Nothing in this policy shall subject any Elected Official or the Presiding Judge to any other policy referred to herein, unless that policy has already been specifically adopted by that Elected Official.
 3. No data on CCIN (other than public records) in the possession of any Elected Office or the Courts may be accessed through CCIN by Administrative Services, the Courts, or any other Department or Office without the express and specific approval of the relevant Elected Official.
 4. Nothing contained in this policy limits the power of Elected Officials to adopt their own policies regarding use of CCIN or ITR.

D. Privacy and Monitoring

1. Champaign County respects the privacy of its employees. However, employee privacy does not extend to work related conduct or to use of ITR.
2. Employees are advised that, subject to approval of the relevant Elected Official or Presiding Judge (if applicable), Champaign County reserves the right to access, monitor, and disclose all Intranet and Internet e-mail, Internet usage and web sites visited, and any information stored on Champaign County computer systems at any time with or without notice to employees. Employees should recognize that Web Sites visited and the amount of time the Web Site was visited, will be logged and monitored for appropriate use.
3. Employees should recognize that electronic information might be used in disciplinary proceedings, may be referred to the Sheriff's Office or other government agencies for criminal investigation, may be subpoenaed for legal proceedings, and may be subject to Freedom of Information Act requests. Any disciplinary or corrective action taken with respect to misuse of LEADS will be reported in writing to the relevant LEADS administrator.

4. Employees should assume that any e-mail or Internet communication, whether business-related or personal, created, sent, received, or stored on the CCIN might be read or heard by someone other than the intended recipient, including but not limited to the Department Head or Elected Official for the office in which the message was created.
5. Employees should recognize that e-mail messages deleted from the system might be retrieved from the computer's back-up system. Messages that were previously deleted can be recreated, printed out, or forwarded to someone else without the employee's knowledge.
6. Champaign County reserves the right to modify, delete, and disclose any information on their ITR with or without employees consent.

E. Discipline

1. Department Heads and Elected Officials are solely responsible for disciplinary actions, subject to any applicable collective bargaining agreements or policies.
2. Violations of the ITR Policy and Procedures may result in disciplinary action, up to, and including, dismissal from employment and, if applicable, possible criminal or civil penalties or other legal action.

F. Disclaimers of Liability

The Internet and Internet e-mail provide access to significant amounts of information, some of which contains offensive, sexually explicit materials or materials that are otherwise inappropriate or offensive. It is difficult to avoid contact with this material. Therefore, employees who access the Internet and Internet e-mail do so at their own risk. Champaign County will not be responsible for material viewed, downloaded, or received in e-mails by employees accessing the Internet.

Nothing in this policy is intended or should be construed as an agreement and or contract, express or implied.

G. Computer Access

1. Department Heads and Elected Officials will authorize which employees have access to the Champaign County computers, mainframe computer menus, CCIN, e-mail, and Internet access.
2. Department Heads and Elected Officials will determine the level of access to the CCIN, e-mail, internet, intranet, and mainframe menus to which employees will have access.

3. Administrative Services, Elected Officials, and Department Heads will determine which employees have Telnet access to Champaign County Computer systems.

H. Passwords

1. Department Heads and Elected Officials will forward new employee requests for passwords for mainframe computer menus, CCIN, Internet access, and level of access permissions to Administrative Services.
2. Screensavers shall not be password protected, unless the Department Head, Elected Official, or Presiding Judge has been given the password.
3. Employees may be required to give their password to Administrative Services or the Department Head or Elected Official in charge of their Department or Office. Otherwise, Employees should never share or reveal their password for access to CCIN, mainframe computer menus, e-mail, or Internet. Employees are advised that they are solely responsible for actions conducted under their password or with their user name. Do not let unauthorized individuals have access to or use Champaign County's e-mail, or access to the Internet through Champaign County's ITR.
4. Employees will sign off or log off the CCIN, the Internet, and county mainframe menu when not using them. Employees should sign off or log off when not in the physical presence of the computer to which they have access. Employees should recognize that signing off Champaign County mainframe menus (currently Selection 90) does not sign them off of the e-mail network or Internet Access.
5. Assignment or use of passwords for access does not create any right or expectation of privacy.

I. Law Enforcement Agency Data Systems (LEADS) Requirements

1. The Illinois State Police, LEADS requires users to follow established criteria in order to access the LEADS system. These criteria are incorporated herein by reference, and are applicable to those Departments and Offices which use the LEADS system, unless those Department Heads or Elected Officials state otherwise in their Departmental or Office policies.
2. Administrative Services shall ensure ITR is compliant with LEADS criteria. Specifically, and without limitation, Administrative Services shall provide any encryption or firewalls that are needed for LEADS access to computers that are part of CCIN. Elected Officials and Department Heads of offices and departments that use LEADS are responsible for apprising Administrative Services of their use of ITR so that Administrative Services may ensure the ITR is compliant with LEADS criteria for such use.

J. Software

1. Computer software applications used on Champaign County computers that are connected to the CCIN must be properly licensed in accordance with the vendor's specific requirements.
2. Administrative Services shall provide computer virus protection software on all ITR equipment on the CCIN. Nothing shall be done to disable this software.

K. Department Head or Elected Official Responsibility

Elected Officials and Department Heads are responsible for all stand-alone computers and their contents located in their departments and offices.

L. Prohibited usage:

1. Never intentionally use a Champaign County computer in any way that violates:
 - a. State, federal, or international law. This includes, but is not limited to:
 - i. laws governing copyrights, patents, trademarks, service marks, confidential and proprietary information or trade secrets;
 - ii. the Electronic Communications Privacy Act (18 U.S.C.A. §2701, et seq.);
 - iii. the Local Records Act, (50 ILCS 205/1, et seq.);
 - iv. the Vital Records Act (410 ILCS 535/1, et seq.);
 - v. the Illinois Freedom of Information Act (5 ILCS 140/1, et seq.);
 - vi. the Human Rights Act (775 ILCS 5/1-101, et seq.);
 - vii. Title VII of the Civil Rights Act of 1964 (42 U.S.C.A. §2000e, et seq.);
 - viii. Any regulations promulgated pursuant to the above statutes.
 - b. Any vendor agreement, software license agreements, or Internet Service Provider conditions.
2. Never initiate any activity that is damaging in any way to the computer mainframe, the CCIN, the e-mail, internet and intranet systems, or the World Wide Web. Never intentionally damage, destruct, deface or compromise any equipment or software belonging to Champaign County. Never intentionally damage, destruct, deface or compromise any data in CCIN without proper authorization.

M. Exceptions to Prohibited Usage

Notwithstanding any other part of this policy, any otherwise prohibited use of a computer, the ITR, or CCIN (including e-mail, internet and intranet usage) is allowed to the extent reasonably necessary to:

1. Perform any lawful task which, in the opinion of the relevant Department Head or Elected Official, is reasonably necessary to the functions of the Office or Department.
2. Comply with and enforce this and other policies of Champaign County, and all applicable state and federal laws;
3. Comply with or create a judicial subpoena, court file, official record, court order, or FOIA request; or
4. Preserve or assert any claim of privilege.

N. Virus Reporting

If an employee suspects a virus has been introduced to a computer they should notify Administrative Services immediately. Administrative Services may install software to scan incoming e-mails for viruses. If this is done, all e-mails shall be so scanned before they are opened.

O. Internet Mailing Lists, Usenet Groups, News List Subscriptions

Administrative Services reserves the right to unsubscribe employees from subscription lists if the amount of mail becomes too burdensome for the server. This action will not be taken without prior notice to the users, and prior notice and approval of affected Department Heads and Elected Officials.

P. Web Site Development and Authorization

1. All Departmental or Official Web Sites and links thereto must be approved by the Department Head or Elected Official.
2. Links to Champaign County's World Wide Web Site must be approved by Administrative Services.
3. Links from Champaign County's World Wide Web Site must contain a link back to Champaign County's World Wide Web Site.

Q. Ownership

All computers connected to the CCIN, servers, encryption keys, files, equipment, software, information, and passwords for networks, e-mail, Internet, and mainframe menus whether personal or private, belong to Champaign County. All information created by Champaign County ITR belongs to and is controlled by Champaign County, in the case of those Departments under the jurisdiction of the County Board. In the case of Elected Offices and the

Courts, the information belongs to and is controlled by the Elected Official or Presiding Judge with authority over the office at issue.

THE FOLLOWING CONDITIONS DO NOT APPLY TO OFFICES UNDER THE SUPERVISION OF ELECTED OFFICIALS OR THE PRESIDING JUDGE WITHOUT THE SPECIFIC, WRITTEN AUTHORIZATION OF THE RELEVANT ELECTED OFFICIAL OR PRESIDING JUDGE

Article IV. Conditions Applicable to Appointed Department Heads and Non-elected Offices

A. Applicability:

1. The conditions of this Article are applicable to all Departments or Offices which are not under the supervision of the Presiding Judge or Elected Officials.
2. These conditions apply in addition to, and not in substitution of, those conditions listed in Article III.
3. Any Department or Office under the supervision of the Presiding Judge or an Elected Official may agree, in writing, to have his or her Office bound by any or all of the terms of this Article. Those which do not choose to do so are encouraged to develop standards which reflect the needs and resources of their Office or Department.

B. Administrative Services: Administrative Services shall perform functions including the following:

1. Monitor Champaign County networks for appropriate use in e-mail, Internet, intranet, and mainframe usage, with the approval of, and subject to criteria set up by, relevant Department Heads and Elected Officials.
2. Establish usage criteria for e-mail, Internet, intranet, networks, web page, and web page development, subject to criteria set up by relevant Department Heads, the Presiding Judge, and Elected Officials.
3. Administrative Services will work with Department Heads and Elected Officials to conduct random checks of CCIN and ITR materials (including but not limited to internet and intranet use, e-mail messages, and use of the World Wide Web) for compliance. Department Heads and Elected Officials will be consulted before their office or department is included in such checks, but employees will be given no prior notice. Any Department Head or Elected Official shall have the right to prohibit or place constraints on such checks.

4. Champaign County reserves the right to keep an employee's e-mail address active for a reasonable time period upon their departure to ensure that important business communications are completed. Champaign County has no obligation to forward e-mail for persons who leave employment with Champaign County.

C. Response to Policy Violations

1. Employees observing violations of this policy should report the violations to the Department Head or Elected Official supervising their office or department.
2. Alleged violations of ITR policy will be investigated.
3. Employees shall cooperate with any investigations concerning violations of this policy.

D. Software

1. Computer software applications used on Champaign County computers that are connected to the CCIN must be authorized by Administrative Services.
2. Only Administrative Services will install software on Champaign County computers connected to the CCIN. Software vendors should communicate with Administrative Services.
3. Installation of encryption or authentication (digital signature) software, other than that contained within standard software applications is prohibited on computers. Department Heads or Elected Official who have need for encryption software will work with Administrative Services to set up encryption keys.

E. Release of Information

1. Unless specifically authorized by Departmental or Elected Official Policies, internet or e-mail Freedom of Information Act requests will not be accepted. If an e-mail or internet FOIA request is received, it will be forwarded to the Elected Official or Department Head which has authority over the information requested.
2. Unless specifically authorized by Departmental or Elected Official Policies, confidential information as defined by the Illinois Freedom of Information Act shall not be released or divulged without prior approval of the relevant Department Head or Elected Official.

F. Department Head or Elected Official Responsibility

Elected Officials and Department Heads are to ensure employees of their Offices or Departments read, understand, and sign a consent form holding them responsible for abiding by the policies and procedures outlined in this document.

G. Prohibited Computer Usage

1. Never use an e-mail account at work (or elsewhere for County business) other than the one assigned by Administrative Services. Never attempt to gain access to any files, folders, e-mail accounts, or documents without proper authorization. Employees may not intentionally intercept, eavesdrop, record, or alter another person's e-mail. Nor may employees use the internet to intentionally intercept, eavesdrop, record, or alter another person's information. Never attempt to use the Internet to gain unauthorized access to remote computers or other systems.
2. Employees will not use or attempt to use alternate methods of connecting to the Internet other than what is provided by Administrative Services. Exceptions to this are Departments Heads or Elected Officials who have a stand-alone computer system and have authorized the use of an alternate Internet Service Provider.
3. Never use your computer in violation of any Champaign County Ordinance or Policy applicable to your Department or Office. This may include, but is not limited to, the Champaign County Harassment Policy or the Champaign County Political Activity Policy.
4. Occasional and reasonable personal use of ITR is permitted. However, Champaign County ITR will not be used for non-work related activities excessively, or in a manner which disrupts or interferes with work performance or the operations of any Office or Department.
 - a. If such use results in any costs to Champaign County, the employee responsible shall reimburse Champaign County. However, acceptance of such reimbursement does not constitute a waiver of any other disciplinary action.
 - b. Champaign County's Web Site and Internet Access is for official or department use only. Employees may not create, maintain or post an unauthorized web site or similar web site using Champaign County's ITR. All information disseminated and received through Champaign County's Web Site must be related to the official duties and responsibilities of employees, Champaign County Departments, and/or Elected Offices.
 - c. Any and all personal use must be consistent with professional conduct and the terms of this policy, and not for personal gain.

5. Computers may not be used to receive, transmit, create, or do any of the following intentionally:
 - a. obscenity, sexually explicit messages, pornography, or child pornography;
 - b. threats, fighting words, or intimidation;
 - c. libel, defamation, and slander;
 - d. harassment of any kind, including harassment on the basis of race, sex, religion, ethnic origin, or other protected status;
 - e. humor or jokes that are intended to offend, harass, or intimidate, or are likely to offend, harass or intimidate a reasonable person;
 - f. software piracy;
 - g. chain letters; unsolicited e-mail and “spamming”; anonymous e-mails or e-mails with altered or incorrect return addresses;
 - h. multilevel marketing opportunities, pyramid schemes, franchises, business opportunity ventures, investments;
 - i. violate the privacy of any individual;
6. Computers may not intentionally be used for the unauthorized copying or transmission of:
 - a. text;
 - b. other communications;
 - c. computer software;
 - d. photographs;
 - e. video images;
 - f. graphics;
 - g. music; or
 - h. sound recordings.
7. Never download, delete, or install any software or program onto a computer connected to CCIN; and never disable any firewall or virus protection.
8. Any communications, including e-mails, made in or from the CCIN may be attributable to Champaign County and the Elected Office or Department from which it is made. All such communications must be professional and comply with this policy.
9. All County employees and representatives are prohibited from accessing any streaming media programs, feeds, material and content unless the subject matter being streamed is directly required for fulfilling job responsibilities. No streaming media sites are to be accessed nor are any streaming media programs or applications to be downloaded, installed and/or operated by end users for entertainment purposes using organization-provided computers, servers, systems and/or networks.

Websites that provide streaming media services that are prohibited (unless used for expressly permitted activities) include, but are not limited to:

- Google Video
- iFilm
- YouTube
- Fancast
- Hulu
- Sirius/XM
- Dizzler
- Sports sites such as ESPN360.com and MLB-TV
- Any radio or television station that offer audio or video streaming

Streaming media programs and devices prohibited from operation within the organization or on any organization equipment or network (unless used for expressly permitted activities) include, but are not limited to:

- Apple Computer, Inc.'s QuickTime
- DivXNetworks, Inc.'s DivX Player
- Listen.com, Inc.'s Rhapsody
- Microsoft Corp.'s Windows Media Player
- Nullsoft, Inc.'s SHOUTcast and Winamp
- Orb Networks, Inc.'s Orb Audio or Orb TV
- RealNetworks, Inc.'s RealOne Player
- Sling Media's Slingbox
- Yahoo, Inc.'s LAUNCHcastBearShare

The organization's computer systems and network are to be used only for fulfilling business activities. Legitimate streaming media use, such as might be required for conducting research, investigation or training, constitutes acceptable use.

H. Attachments to E-Mails

Unless and until Administrative Services installs software to scan all e-mails for viruses, Employees who receive e-mails from unknown sources on the Internet that have attachments will delete those messages from their in-box folder without opening them, and then delete those messages from the deleted items folder.

I. Purchases, Conditions, and Fines

An Employee is responsible for understanding and complying with conditions specified in any public domain or shareware software that is downloaded, and for arranging approval and

payment through normal Department or Office procedures for any fines or fees associated with such use.

Employees may only make credit card purchases on the Internet from Champaign County ITR when authorized to do so by the relevant Department Head or Elected Official. Employees will verify the web site is a secure site before making such a purchase.

PRESENTED, ADOPTED, APPROVED and RECORDED this 21st day of May, A.D. 2002.

For this policy in its entirety:

Champaign County Board

By:

Patricia Avery, Chair
Champaign County Board

Attest:

Mark Shelden, Champaign County Clerk and
Ex-Officio Clerk of the Champaign County Board

Elected Officials and the Presiding Judge

For Articles I, II, and III:

Champaign County Auditor:

Champaign County Circuit Clerk:

Champaign County Clerk:

Champaign County Coroner:

Champaign County Presiding Judge:

Champaign County Recorder:

For Article IV in its entirety:

Elected Officials and the Presiding Judge

For Articles I, II, and III:

Champaign County Sheriff:

Champaign County State's Attorney:

Champaign County Treasurer

For Article IV in its entirety:

The Presiding Judge or Elected Officials may adopt any or all of the provisions of Article IV for the offices under their supervision through a separate signed writing.