

State of New Mexico  
County of Grant

Resolution # R-04-26

Amendment to Grant County Employee Manual

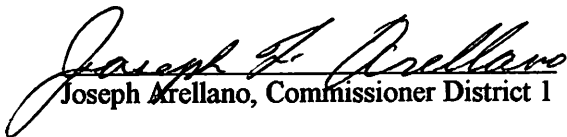
**WHEREAS**, the Board of Commissioners of Grant County adopted an employee manual on March 19, 1992; and,

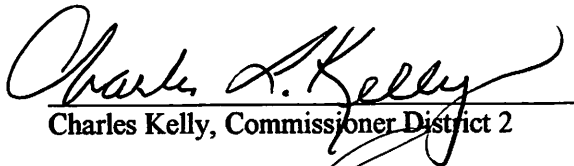
**WHEREAS**, said employee manual contains no specific provisions regarding the use of Internet resources; and,

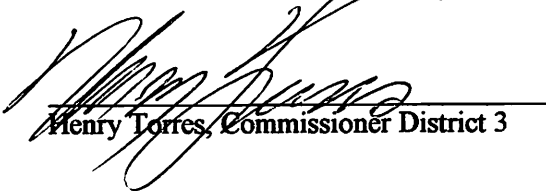
**WHEREAS**, the Board of Commissioners finds that it would be in the best interest of the County to adopt a policy which outlines appropriate use of this resource;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Grant County that the attached "Internet Access and Acceptable Use Policy", dated August 26, 2004, be incorporated into the Grant County Employee Manual and become effective as of this date.

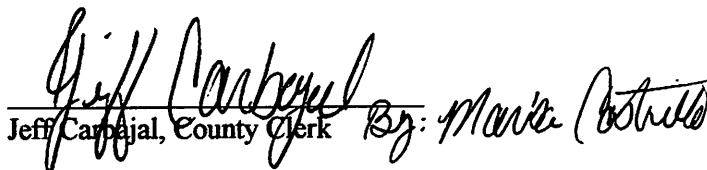
**APPROVED AND ADOPTED** in an regular meeting of the Grant County Board of County Commissioners on this 26<sup>th</sup> day of August, 2004.

  
Joseph Arellano, Commissioner District 1

  
Charles Kelly, Commissioner District 2

  
Henry Torres, Commissioner District 3

Attest:

  
Jeff Carbajal, County Clerk By: Maria Estrada

## **Internet Access and Acceptable Use Policy**

### **1.0 Introduction**

Grant County hereby adopts this policy to define and promote the proper use of the Internet, email, and related electronic media. All elected officials, employees, and volunteers of Grant County must comply with this policy.

### **2.0 Assumptions**

This Internet Policy is based on the following assumptions:

- 2.1 Grant County can benefit from access to and use of the Internet and its resources.
- 2.2 Improper use of the internet puts Grant County and its employees / associates at risk.
- 2.3 The content of all web pages / electronic communications accessed with Grant County equipment or accessed during working hours must comply with local, state, and federal laws and Grant County's internal policies and procedures.
- 2.4 Grant County reserves the right to utilize web filtering software to prohibit access from within our system, to web sites and other electronic communications that are considered inappropriate for organizational use.
- 2.5 Users of Internet, email, and electronic resources have no expectation of privacy in the system Grant County uses to access the Internet.

### **3.0 Policy**

This policy applies to all elected officials, employees, volunteers, independent contractors, and associates of Grant County who use our system for internet access and governs all internet access, communications, and storage using Grant County's system. Department directors have discretion in establishing additional reasonable and appropriate conditions for internet use on systems under their control. Such policies must be consistent with this policy and must be provided to the County Manager for review.

All data users must strictly observe the following rules when using the internet:

- 3.1 Users may not access or use the internet for personal business or personal commercial gain.
- 3.2 Users must have a relevant organizational purpose for any access and use of the internet.
- 3.3 Users may not access pornographic or other offensive websites (including, but not limited to, sexist, racist, discriminatory, hate, or other sites that would offend a reasonable person in the same or similar circumstances). If the user has any doubt whether access to a specific site is proper, he or she should seek an opinion / approval from his or her department director.

- 3.4 Users may not use any other user's password or other identification to access the internet, when passwords are required.
- 3.5 Grant County supports strict adherence to software vendors' license agreements. Users may not copy software in any manner that is inconsistent with the vendor's license.
- 3.6 At any time and without prior notice, Grant County reserves the right to audit internet access in accordance with this and other established personnel policies.
- 3.7 Users will report security problems with internet use and any violations of this or other Grant County policies and procedures occurring during internet use.

#### 4.0 Compliance and Enforcement

All supervisors are responsible for enforcing this policy. Elected officials and employees accessing the internet through Grant County's system or while using county resources, who violate this policy are subject to discipline up to and including termination in accordance with state statutes, collective bargaining agreements, and Grant County personnel policies.

I have read the above policy, and have had the opportunity to ask questions. My signature below signifies my understanding of the requirements, and agreement to abide by them.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name