Electronic Communications / Internet Policy

ELECTRONIC COMMUNICATIONS / INTERNET POLICY

The purpose of the electronic mail (e-mail)/internet system is to assist the County's day-to-day conduct of business activities. This document sets forth the policies regarding the use of the e-mail/internet system. The County reserves the right to change or amend these policies at any time with or without notice.

The e-mail/internet system is the property of the County. All data and other electronic messages within this system are the property of the County. E-mail messages either composed or received in this system may be considered County Records, depending on content, and therefore may be subject to Freedom of Information Act requests and other legal disclosure.

The County reserves the right to monitor all e-mail messages either composed or received in the e-mail system. It is possible that e-mail sent from the County's system can be intercepted on the system and on the internet; therefore, the user should not expect any degree of privacy regarding e-mail messages. E-mail messages deleted by the user may be retrievable from the hard drive, backup tapes or the receiving or sending e-mail systems.

Only the County employees who have an e-mail account and password are permitted to use the e-mail system. E-mail accounts will only be established once the employee has read the County's E-Mail/Internet Policy and has signed the County's Electronic Communications Policy Acknowledgment Form. Upon termination of employment, that user's e-mail account and privileges will be revoked.

Certain uses of the County's e-mail system are not allowed. Prohibited uses include, but are not limited to:

Using e-mail for any purpose which violates State and Federal laws.

Using e-mail in a way that violates copyright laws.

Using e-mail to circumvent the Open Meetings Act.

Misrepresenting one's identity to compose or intercept messages.

Revealing your e-mail access code or password to another employee.

Using e-mail for commercial purposes other than the business of the County.

Using e-mail for purposes of lobbying.

Creating offensive or malicious messages. These would include, but not be limited to messages that contain profanity, sexually explicit content, race, natural origin or gender specific comments, threats or harassment.

Using e-mail for religious or political purposes.

Using the e-mail system for gambling, betting pools or investment clubs.

Chain letters.

Engaging in any e-mail activity that would create liability for the County.

Social Media

Access to social media networks/sites for personal accounts from within Otsego County's IT infrastructure, and during County employee work hours, is strictly prohibited. Such sites include, but are not limited to, Facebook, Myspace, Flickr, and Twitter. LinkedIn is not covered by this policy.

The County Administrator, or his designee, is responsible for approving and creating rules for any official social media accounts related to the County or its departments.

The County reserves the right to use any e-mail found in its system for its business activities and to disclose e-mail contents to appropriate personnel.