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INFORMATION TECHNOLOGY DEPARTMENT

Hoke County Information Technology Acceptable Use Policy

This document constitutes the policy for all County of Hoke employees regarding the access, use, security and monitoring of the County's computer systems, network, e-mail and internet access.

The primary purpose for the Hoke County Network and all County information technology resources is to support and facilitate the business of the County as defined by the County Commissioners and the County Manager. Use of these resources for other purposes must be approved by the County Commissioners, County Manager and I.T. Department prior to that use.

The information technology resources of the County shall not be used for any activity that violates Federal, State or local laws or any other applicable policy or statute. Specifically, but not meant as a comprehensive list, the Hoke County network will not be used to transmit offensive materials, hate mail, discriminatory remarks, obtain or transmit pornographic materials, communicate racial or ethnic slurs or anything that may be construed as harassment of others based on their race, national origin, sex, sexual orientation, age, disability or religious or political beliefs. Further, the Hoke County Network shall not be used for commercial or profit enterprises, lobbying, advertising, religious material, political causes, outside organizations, or other non-government related solicitations.

All users will be given a user account for access to the Hoke County network. User accounts will be protected by passwords to prevent unauthorized use. User accounts are to be used only by the authorized owner of the account and only for authorized purposes. Users will not permit the use of their account by anyone else. Any attempt to gain another individual's password, use another person's account or to circumvent password or other security measures is a violation of this policy.

No user shall perform any action that disrupts or denies another user's access to the Hoke County Network or other information technology resources. Heavy usage or high-demand activities that disrupt or significantly reduce the overall performance of the network should be avoided and may be restricted or rescheduled in order to maintain acceptable internet/network response times throughout the system.

All data, information and files accessible via the Hoke County network are considered to be the private property of Hoke County and shall not be disclosed except for legitimate County purposes consistent with this and any other applicable policy. Except in the course of genuine County business, users shall not damage, destroy, modify or copy information, files, data or passwords available on or via the Hoke County Network.

Illegal use of copyrighted software is prohibited on any and all systems in the Hoke County Network.

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Network services, Internet access and email services may be provided to County employees. The primary purpose of these accounts and services is to support and facilitate the business of the County as defined by the County Commissioners and the County Manager. Incidental personal use of these systems may occur, but such usage must not interfere with efficient and timely completion of County business activities or negatively impact the performance of the network. No user should attempt to gain access to another user's personal files or emails without prior, expressed consent from that user. The County may terminate the availability of the internet or email services at any time in its sole discretion.

In no event shall the County be liable to any user for any damages, whether direct, indirect, special or consequential arising out of the use of the Internet, accuracy or correctness of data bases or information contained therein or related, directly or indirectly, to any failure or delay of the County in providing access to the internet or email.

All computers, communication, activity and all information stored, received or transmitted using the Hoke County Network shall be assumed to be the property of the County of Hoke and are to be used primarily for job-related purposes. Any email messages sent or received using the Hoke County network are considered property of the County.

To ensure proper use of the network and computer resources, the County may monitor the use of these systems, information and equipment at any time. All users understand that there is no right of privacy associated with the County's computer equipment. In this regard, the county has the right to monitor all activities and communications, retain records of all activities and communications and use this information in any manner permitted by law.

Violators of this policy are subject to disciplinary action, up to and including termination from employment. As condition for employment and access to information technology resources, employees will be required to sign this form acknowledging their understanding of this policy.

Full Name

Job Title

Department Name and Number

Employee's Signature

Date