**DEKALB COUNTY GOVERNMENT**
**INTERNET USAGE POLICY**
(Adopted March 18, 1998)

1. The County provides Internet access to employees for their use to transact County business.

2. Department Heads may request, in writing, for individual employees to have access to the Internet through the County's system, certifying that said employee has a business need for access.

3. Authorized employees may access the Internet for their own use, during hours that are outside of the normal County workday. Typically this would be before 8:00 am and after 5:00 pm, Monday through Friday, plus weekends, when the volume of business transactions will be significantly reduced.

4. The County may choose to restrict access to various Internet sites. Absent specific blocking of a site, employees are expected to refrain from accessing sites which would be considered offensive by community standards, except where such access is necessary for the execution of County business.

5. The County will not monitor individual Internet usage as a routine matter. There may be a need for the County to occasionally review individual Internet usage in a specific area.

6. Employees that access the Internet must be aware that the hardware and software utilized for the Internet access has the ability to log all County Internet activity, including linked sites.

7. Nothing in this policy shall prohibit law enforcement officials from examining any Internet usage in the course of an on-going investigation of civil or criminal activity. The County reserves the right to disclose any Internet activity to law enforcement officials, but will notify the State's Attorney's Office prior to any investigation being initiated.

8. When accessing the Internet, employees are expected to use anti-virus software on their workstations and particular caution for computer viruses should be exercised if files are downloaded.

9. Any conduct that violates this policy may result in disciplinary action up to and including dismissal.

10. The County reserves the right to change this policy at anytime, with such prior notice, if any, as may be reasonable under the circumstances.

11. No one shall receive authorized access to the Internet until he or she has received, reviewed, and agreed, in writing, to comply with this policy. Such documentation shall be retained in the employee's personnel file.

## I have reviewed, understand, and agree to comply with the above policy.

Employee's Name Printed: _____ Signature: _____

Date:_____ Department_____:_____

Dept. Head's Signature: _____ Date:_____

Please return to Sheila Santos, Information Management Office Director