



## Cochise County Information Technology Department

The Board of Supervisors approved *Information Technology Policies* apply to all employees of Cochise County. Use of the Internet by employees is permitted and encouraged when such use supports the goals and objectives of the County. However, access to the Internet through Cochise County is a privilege. All employees must adhere to the policies concerning computer, email and internet usage. Violation of these policies could result in loss of system privileges and disciplinary action leading up to and including termination of employment. Legal action may also hold the employee personally liable for damages caused by any violations of this policy.

Policies can be read at: <https://www.cochise.az.gov/569/Information-Technology-Policies>

A brief, not all inclusive, summary follows:

- Use of electronic resources shall be professional and business-like and avoid any activity that might expose the County to liability such as downloading illegal or unauthorized content.
- Users shall not use the computer resources, network or Internet to intimidate or harass others, nor to interfere with the ability of others to conduct County business.
- Users shall not attempt to gain unauthorized access or evade any security measures or to intercept any electronic communication.
- Users shall not use the electronic resources provided by the County for access to any material that is inappropriate for the workplace.
- All users have the responsibility to protect the County's devices and data from destruction, tampering, and unauthorized access. Choose good passwords and change them often. Protect your devices if you take them offsite.
- All users must remain vigilant and inform the IT department of any suspicious emails (Phishing) or phone calls from someone trying to access their system. If something looks suspicious contact the help desk for assistance.
- Each user shall access County resources only with their own account and will not attempt to access any County resources by using the account of another individual.
- The County has the right to access any information on County devices. Network monitoring is used to track staff email, internet usage, and other technology services.
- Non-confidential portions of all electronic communication are subject to the Arizona Public Records Laws (AZ Revised Statutes, Title 39) and are not considered private.

For questions or concerns contact the CCIT Help Desk at x8301 [helpdesk@cochise.az.gov](mailto:helpdesk@cochise.az.gov)

## **Acknowledgement of Cochise County *Information Technology Policies***

*The County must have a signed acknowledgement on file for each employee for audit compliance.*

Cochise County has *Information Technology Policies* to ensure the security, integrity and appropriate use of the county computer and network systems.

I acknowledge that:

- I have been provided with information about the general provisions of the County IT Policies.
- I have been made aware that the policies are located on the County web site <https://www.cochise.az.gov/569/Information-Technology-Policies>. I also understand that printed copies can be obtained from the Human Resources or Information Technology Departments. I agree to read the policies within seven (7) days from receipt of this form.
- I agree to comply with the provisions of the Information Technology Policies.
- I am aware that violations of the County IT Policies may result in loss of system privileges, possible legal sanctions, and disciplinary action, up to and including termination.
- It is my responsibility to seek immediate clarification from my Department Director and/or the Information Technology Department on any questions about the policies, the content or the applicability to me.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_