

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

Record of Revisions

Rev. No.	Date	Description of Revision	Prepared/Revised by
0	Aug. 2, 2021	Initial Document	Chris Caskey
1	Dec. 5, 2023	Initial Revisions	Chris Caskey
2	Sept. 16, 2024	Revisions	Chris Caskey
3	Feb. 28, 2025	Revisions	Chris Caskey
4	March 18, 2025	Revision	Chris Caskey
5			
6			
7			
8			
9			
10			

Title of Document Owner: Director, Technical Services
 Next review by (MM/DD/YYYY): 04/01/2026

Approvals

Author			
Director, Technical Services	Chris Caskey		
Title	Name	Signature	Date
Reviewer			
County Attorney	Quentin Richardson		
Title	Name	Signature	Date
Reviewer			
Director, Human Resources	Kristin Watson		
Title	Name	Signature	Date
Reviewer			
Title	Name	Signature	Date
Approver			
Chairman: County Commissioners	Jim Willox		
Title	Name	Signature	Date

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

Table of Contents

- 1 PURPOSE 1**
- 1.1 Principles 1
- 1.2 Purpose 1
- 2 INFORMATION TECHNOLOGY RESOURCES DEFINED 1**
- 2.1 Resources Defined 1
- 3 SCOPE 2**
- 3.1 Affected Personnel 2
- 4 GENERAL PROVISIONS 2**
- 4.1 Purpose 2
- 4.2 Absolute Prohibitions 2
- 4.3 Temporary Use of Information Technology Resources for Personal Use 3
- 4.3.1 Exceptions to Personal Use 3
- 4.4 More Restrictive Policies 3
- 4.5 No Expectation of Privacy 3
- 4.6 Authorized Equipment 4
- 4.6.1 Exceptions for Vendors, Contractors, and Outside Agencies 4
- 4.7 Prohibited Equipment 4
- 4.8 Computers and Networks Designated as “Public Access” 4
- 4.9 Custodian of Record 4
- 4.10 Records Retention and Public Records 5
- 4.11 Disposal of Information Technology Equipment 5
- 4.12 Authorized Users 5
- 4.13 Designated Information Security Officer 5
- 4.13.1 Incident Response Guidelines 5
- 5 SPECIAL PROVISIONS REGARDING COMPUTER ACCOUNTS 5**
- 5.1 Purpose 5
- 5.2 Assignment of Computer Accounts 6
- 5.3 Passwords 6
- 5.4 Password Standards 6
- 5.5 Access Control 6
- 5.6 Data Access and Accounts for Terminated Employees 6
- 5.7 Exceptions for Technical Services Staff and Other Authorized Individuals 7
- 6 SPECIAL PROVISIONS REGARDING ELECTRONIC MAIL 7**
- 6.1 Purpose 7
- 6.2 Right of Inspection 7
- 6.3 Forwarding of Electronic Mail 7
- 6.4 Misdelayed Messages 7
- 6.5 User’s Responsibility for Security 7
- 6.6 Use of Non-County Email Accounts 8

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

- 6.6.1 Exceptions for Technical Services Staff and Other Authorized Individuals 8
- 6.7 Transmission of Confidential Information 8
- 6.8 Electronic Chain Mail 8
- 7 SPECIAL PROVISIONS REGARDING INTERNET ACCESS8**
- 7.1 Purpose 8
- 7.2 Certain Use of Internet Prohibited 8
- 7.3 Exceptions for Law Enforcement Personnel 9
- 7.4 Monitoring and Reporting of Internet Use 9
- 8 SPECIAL PROVISIONS REGARDING REMOTE ACCESS TO COUNTY SYSTEMS 9**
- 8.1 Purpose 9
- 8.2 Authorization Required 9
- 9 SPECIAL PROVISIONS REGARDING TELEPHONES AND MOBILE DEVICES9**
- 9.1 Purpose 9
- 9.2 Privacy Policy 9
- 9.3 County Issued Mobile Devices and Landline Telephones 10
- 9.4 Individually Owned Mobile Devices 10
- 9.5 Use of Mobile Devices and Desktop Telephones 10
- 9.6 Use of Text Messaging and Instant Messaging 10
- 10 SPECIAL PROVISIONS REGARDING INTERNET WEBSITES11**
- 10.1 Purpose 11
- 10.2 Internal and External Websites 11
- 10.3 Social Media Websites 11
- 10.4 Website Standards 11
- 10.5 Links from County Websites 11
- 10.6 Political Content Prohibited 12
- 10.7 Social Media Accounts 12
- 10.8 Exceptions for Law Enforcement Personnel 12
- 11 SPECIAL PROVISIONS FOR VOLUNTEERS, CONTRACTORS, PARTNER AGENCIES AND OTHER AUTHORIZED INDIVIDUALS12**
- 11.1 Purpose 12
- 11.2 Exceptions for Unpaid County Volunteers, Contractors, and Contract Employees 12
- 11.3 Exceptions for Employees of Partner Agencies 13
- 12 SPECIAL PROVISIONS REGARDING ACCESS TO CRIMINAL JUSTICE INFORMATION SYSTEMS 13**
- 12.1 Purpose 13
- 13 SPECIAL PROVISIONS REGARDING CLOUD STORAGE AND APPLICATIONS 13**
- 13.1 Purpose 13
- 13.2 Cloud Storage and Application Standards 13
- 13.3 Sensitive Information 13
- 13.4 Cloud Storage and Records Retention 14

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

14 PROCUREMENT OF INFORMATION TECHNOLOGY RESOURCES14

14.1 Purpose 14

14.2 Hardware and Software Standards14

14.3 Grant Purchases 14

14.4 Capital Purchases 14

14.5 Seized Information Technology Resources 15

14.6 Donated Information Technology Resources 15

14.7 Procurement and Establishment of Internet Websites and Social Media Accounts 15

14.8 Procurement of Landline Telephone and Mobile Device Service and Equipment 15

14.9 Exceptions15

15 IMPLEMENTATION 16

15.1 Effective Date 16

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

1 PURPOSE

1.1 Principles

Direct Supervisors and employees of Converse County are obligated to use, conserve, and protect electronic information and information technology resources for the benefit of the public interest. Responsibility and accountability for the appropriate use of information technology resources ultimately rests with the individual official or employee who uses these resources or who authorizes such use.

1.2 Purpose

The intent of this policy is to preserve and enhance the security and integrity of these resources which belong to the citizens of Converse County by accessing or using County owned information technology resources. Each end user must agree that they have read, understand, and agree to abide by the terms and conditions of this policy. If an elected or appointed official or employee does not agree or understand any of the terms or conditions of this policy, they must immediately discontinue use of County information technology resources and notify the Technical Services Director, their department head or the County Commissioners, in writing.

2 INFORMATION TECHNOLOGY RESOURCES DEFINED

2.1 Resources Defined

"Information Technology Resources" consists of electronic assets and equipment, hardware, software, systems, services, networks, data, and peripherals owned, leased, rented, established, or otherwise administered or connected to Converse County. These assets enable individuals to access or interact with information stored on or transmitted within the County business network, telecommunication systems, cellular systems and other internal or external sources. These resources include, but are not limited to the following: Information Technology Equipment is designated with an asterisk (*)

- | | | |
|---------------------------|---------------------------|-------------------------|
| Antivirus Systems | *Fiber Optic Systems | Remote Access Systems |
| *Audio/Visual Equipment | Financial Systems | *Routers |
| *Card Entry Systems | *Firewalls | *Scanners |
| *Cellular Devices | *Hubs | *Servers |
| Cellular Services | Internet Services | Software Applications |
| Cloud Storage | *Label Printers | Social Media Accounts |
| Cloud Applications | *Laptop Computers | *Surge Protectors |
| *Control Systems | *Large Format Printers | *Switches |
| *Copiers | *Laser Printers | *Tablet Computers |
| *Data Backup Systems | *Mobile Telephones | Telephone Services |
| *Data Transmission Cables | *Modems | *Telephone Systems |
| *Desktop Computers | *Monitors | *Telephones |
| *Desktop Printers | Network Bandwidth | *Televisions |
| *Digital Cameras | *Network Cabling | Text Messages |
| *Digital Tape Drives | *Network Security Cameras | *UPS's |
| Distribution Lists | Network Security Services | *USB Drives |
| Electronic Data | Operating Systems | Utility Systems |
| Electronic Documents | *Point of Sale Devices | Voicemail Systems |
| Electronic Images | Point of Sale Systems | VPN Systems |
| Electronic Mail Messages | *Projectors | Websites |
| Electronic Mail Systems | Records Management | *Wireless Access Points |
| *FAX Machines | Systems | |

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

3 SCOPE

3.1 Affected Personnel

This policy applies to all Elected and Appointed Officials, Direct Supervisors, employees, temporary employees, contractors, consultants, volunteers, outside or partner agency personnel, vendors, and any others that use or are provided with access to County information technology resources including those workers associated with any third parties who access County systems or information technology resources. Throughout this document, the word "employee" will be used to collectively refer to all such individuals. This document applies to all information technology resources, communications systems and equipment owned, leased, rented, established, or otherwise administered or connected by Converse County both on and off County property. Any violation of this policy is subject to access revocation and/or disciplinary action up to and including termination.

4 GENERAL PROVISIONS

4.1 Purpose

Information technology resources are provided to Converse County employees for the purpose of conducting official County business, advancing, and supporting the County's mission and assisting in providing services to its citizens. The purpose of this section is to outline general provisions which must be adhered to while using County owned information technology resources.

4.2 Absolute Prohibitions

The following uses of County information technology resources are absolutely prohibited:

- a. Any use for the purpose of conducting outside business or other commercial use which is not directly related to conducting official business for Converse County or authorized partner agencies.
- b. Any campaign or political use, unless such use has been determined not a violation of the Hatch Act by the County Attorney, in writing, the Wyoming State Attorney General, or as otherwise authorized by law.
- c. Any use for private benefit or gain, including use of government contracts with vendors for the personal purchase of goods or services.
- d. Any use of information technology resources for the purpose of storing, publishing, copying or otherwise using any known illegally obtained copyrighted material or material which knowingly violates copyright laws.
- e. Any use of profane, abusive, or otherwise objectionable language in either public or private communications.
- f. Any use of information technology resources for the purpose of engaging in gambling, or to access online gambling websites.
- g. Accessing, viewing, downloading, sending, forwarding, replying to, printing, storing, or publishing items which contain pornographic, sexually explicit, offensive, or disruptive content, promote violence, hate, aggression, harassment, or illegal activity or contain any content that offensively addresses someone's age, gender, sexual orientation, religious or political beliefs, national origin, veteran status, disability, or any other protected class by law.
- h. Announcing union meetings or conducting other exclusively union business.
- i. Attempting to gain unauthorized access to County systems or data, outside systems, or data, or attempting to decrypt, bypass or otherwise override system security or passwords.
- j. Any use which violates Converse County policy, state, or federal law.

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

Law Enforcement personnel for the purpose of conducting investigations and with the express permission of the Sheriff may be exempted from any of the above points.

Public Health personnel for the purpose of training or education and with the express permission of the County Nurse Manager may be exempted from point (g) above.

4.3 Temporary Use of Information Technology Resources for Personal Use

No employee may use County information technology resources for personal benefit or gain of the employee, or any other person or organization including but not limited to the use of information technology resources to conduct or operate a private business or to purchase or sell goods for personal use.

4.3.1 Exceptions to Personal Use

Notwithstanding the prohibition against use of County information technology resources for personal benefit set forth in this policy, department heads may allow an employee to make de minimis, personal use of County information technology resources if:

- a. There is no cost to the County.
- b. The use is brief, approved by department head, and does not disrupt or distract from the conduct of County business.
- c. The use does not impact the performance of County systems. (i.e. internet bandwidth, internal networks)
- d. The use of County information technology resources does not interfere with the performance of the employees' or other employee's official duties.
- e. The use does not compromise the security or integrity of County information technology resources.
- f. The use does not involve installation of hardware or software not purchased by the County. (See 4.6.1 for exceptions)
- g. The use does not involve the mass storage of personal photos, music, documents, or other data on a County owned computer.

An elected or appointed official or department head may authorize the use of County information technology resources to support, promote, or solicit for an outside charitable or community-based organization or group if the use of County information technology resources meets the provisions set forth above. Occasionally, de minimis use of printers, photocopiers, telephones, or fax machines by employees is permitted provided the employee receives prior permission from an elected or appointed official or department head and the use is deemed necessary.

4.4 More Restrictive Policies

Nothing in this policy is intended to limit the ability of an elected or appointed official or department head to adopt policies for their offices or departments that are more restrictive than the policies provided herein, however other office or department policies shall not be less restrictive.

4.5 No Expectation of Privacy

The County reserves the right to access, monitor and audit the activity and use of County information technology resources, communications, email, data, files, and documents of all Direct Supervisors and employees including content sent, received and/or stored using such resources. Users shall have no expectation of privacy when using County information technology resources. Such records may be subject to disclosure under the Public Records Act (W.S.S. 16-4-201 et al) or may be disclosed for audit or other legitimate County operational or management purposes. Any records created while conducting County

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

business using personally owned information technology resources may also be subject to disclosure. Any accessing, monitoring, or auditing of County information technology resources must be performed by or coordinated through the Technical Services Department. Exceptions to this are limited to NCIC and CJIS information. (see Sec. 12)

4.6 Authorized Equipment

Only County owned information technology resources authorized by the Technical Services Department may be connected to the County network or to a County owned computer. Unless otherwise authorized by the Technical Services Department, only County owned information technology resources may be used for conducting County business on County business networks.

4.6.1 Exceptions for Vendors, Contractors, and Outside Agencies

The Technical Services Department may authorize exceptions to Section 4.6 for vendors, contractors, and outside agencies for the sole purpose of conducting government business. Prior to allowing any non-county owned computer or equipment to be connected to the County network, the Technical Services Department will verify that the equipment employs up-to-date security software.

4.7 Prohibited Equipment

Except for connections designated "Public Access" or "Non-Business Access" in Section 4.8, personally owned computers, laptops, wireless access points, routers, hubs, mobile devices (as defined in Section 9) or other non-County owned information technology resources may not be connected to the County network or to County owned information technology resources. An official or employee may use a personally owned mobile computer or mobile device providing such use does not interfere with the performance of the employee's or other employee's official duties and does not disrupt or distract from the conduct of County business.

4.8 Computers and Networks Designated as "Public Access"

Certain County information technology resources including computers and internet access may be designated as "Public Access" or "Non-Business Access" by the Technical Services Department and may be made available for use for non-business purposes. These include:

- a. Kiosk(s) for public records access.
- b. Kiosk(s) for court records.
- c. The separate "Public" wireless networks located within public areas of the Converse County Courthouse and other facilities are designated "Public Access".

4.9 Custodian of Record

All software, programs, documents, drawings, images, applications, templates, databases, and data files residing on County computer systems or storage media or developed on County systems are the property of Converse County and shall not be removed from the workplace without proper written authorization. The County, therefore, may access, copy, change, alter, modify, destroy, delete, or erase this property at any time without prior notice. All information technology resources defined in Section 2 are the property of Converse County and shall not be removed from the workplace without proper authorization. The Sheriff's Department may be exempted from 4.9 as it relates to CJIS data files and programs; see Section 12 for more information.

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

4.10 Records Retention and Public Records

All electronic records, communications and data are the property of Converse County and may be subject to the Public Records Disclosure Act (W.S. 16-4-201 - 16-4-205). Each employee is responsible for maintaining copies of electronic records, communications, and data in accordance with the Wyoming State Archives Retention Guidelines. If an employee has any doubt concerning the need to retain any electronic records, communications or data, the employee shall consult the State Records Retention Manual, the County Clerk, or the appropriate elected or appointed official or department head.

4.11 Disposal of Information Technology Equipment

The Technical Services Department is responsible for disposal of all County owned information technology equipment (see Sec. 2.1). Prior to disposal, all county owned software, data residing on hard drives, disks, tapes, or other electronic storage media will be destroyed or removed to avoid unauthorized release of data. Any hard drives, disks, tapes, USB storage, or other electronic storage media used in devices which access secure information such as CJIS data will be disposed of by shredding, physical disabling, or incineration only. No information technology equipment will be destroyed, sold, transferred, or otherwise disposed of except by, or with the written authorization of, the Technical Services Department.

4.12 Authorized Users

Except for those resources designated "Public Access" or "Non-Business Access" in Section 4.8, only Direct Supervisors, paid County employees or volunteers authorized by the appropriate department head may use County information technology resources. (See also Section 11 for exceptions.)

4.13 Designated Information Security Officer

The Director of Technical Services, or a qualified member of that staff, is the designated Information Security Officer (ISO) for the County and is responsible for establishing and maintaining strategies and programs to ensure information assets and technologies are adequately protected. The ISO assists staff in identifying, developing, implementing, and maintaining Countywide processes for the purpose of reducing information risks related to the use of Information Technology resources. In addition, the ISO is responsible for responding to incidents or breaches in security and managing security related technologies in use by the County.

4.13.1 Incident Response Guidelines

The ISO, when responding to security incidents or breaches, shall have the authority to take necessary steps to maintain the integrity and security of county information technology resources. This may include but is not limited to; restricting network access, changing passwords, disabling accounts, or physically quarantining information technology resources without notice. Affected information technology resources will not be returned to service until inspection and remediation is completed.

5 SPECIAL PROVISIONS REGARDING COMPUTER ACCOUNTS

5.1 Purpose

Employees are responsible for the security of electronically stored information and/or data they have been given permission to use. All employees given permission to access data must act in a manner to protect said data from loss, unauthorized alteration, access, and use.

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

5.2 Assignment of Computer Accounts

Computer accounts are assigned by the Technical Services Department to individual employees at the discretion of Direct Supervisors for their exclusive use in conducting County business. Only Direct Supervisors and paid County employees will be assigned computer accounts for the purpose of accessing County information systems. To ensure only authorized Direct Supervisors and County employees are granted access to County information systems, user accounts will only be created after the employee has been on-boarded or in the case of elected or appointed official, immediately upon being sworn into office or appointed. Users are responsible for all activities conducted with accounts assigned to them. Shared computer accounts for specialized purposes, and with limited access to data, may be authorized by the Technical Services Department. Such shared accounts may also be exempted from password standards and access control requirements if authorized by the Technical Services Department. (See also Section 11 for exceptions.)

5.3 Passwords

Passwords are to be kept secret except in the case of authorized shared accounts. Each user is responsible to maintain the secrecy of the passwords for accounts assigned to them. To maintain password integrity, passwords for accounts assigned to individuals must not be shared. If a user has knowledge that another person knows or is using their password, it is their responsibility to immediately change the password and to report it to the Technical Services Department. In the event a user forgets their password, they must contact the Technical Services Department to have it reset.

5.4 Password Standards

The following minimum password and account lockout standards will be employed for users logging into the County network and accessing County email:

- a. Passwords must be a minimum of 12 characters.
- b. Passwords may not contain personally identifying information or the user ID.
- c. Passwords will be required to change every 90 days, or longer dependent on strength.
- d. Previous 24 passwords may not be re-used.
- e. Accounts will be locked for 15 minutes after 5 invalid logon attempts.
 - a. Technical Services may be contacted for an immediate unlock if necessary.
- f. Password and logon ID must not be the same.

5.5 Access Control

User accounts and passwords are used to control access to County data resources based on an individual employee's Role Based Access. Users are responsible for data accessed, transmitted, copied, saved, or deleted using their user account. Users are prohibited from accessing or attempting to access information, systems, data, or other information technology resources to which they have not been authorized by the Technical Services Department, or the software administrator. To prevent unauthorized use, all users should log off, or lock access to, all County computers and systems before leaving their computers or systems unattended. This is not intended to restrict the distribution of data resulting from public disclosure requests or the authorized release of information by the County.

5.6 Data Access and Accounts for Terminated Employees

When an employee or official ends their service with Converse County, it is the responsibility of the appropriate elected or appointed official or department head to immediately notify in writing Human Resources and Technical Services Departments. Upon notice of an employee or official's end of service,

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

the Technical Services Department will suspend and/or change the passwords for all user accounts assigned to that individual. The appropriate elected or appointed official or department head may request access to the users' accounts for the purpose of retrieving and/or archiving data, files, messages, or other information for a period not to exceed 90 days. After 90 days, the user account and any remaining user files will be permanently deleted. It is the responsibility of the appropriate elected or appointed official or department head to move or archive any documents, data, files, or messages necessary within the 90 day period.

5.7 Exceptions for Technical Services Staff and Other Authorized Individuals

Technical Services Staff and other authorized individuals with the permission of the Technical Services Department may, by nature of assigned duties and in support of authorized activities, be exempt from any or all provisions in Section 5. Direct Supervisors will be granted access to information and data accessed by their direct reports on written request and without further authorization, except for cases described under section 5.6.

6 SPECIAL PROVISIONS REGARDING ELECTRONIC MAIL

6.1 Purpose

This section establishes guidelines specific to governing the acceptable use of County provided electronic mail (email) resources. By establishing and maintaining compliance with this policy, risks and costs to the County can be minimized while the valuable potential of this communication tool can be maximized.

6.2 Right of Inspection

The electronic mail or email system administered by Converse County is intended solely for the purpose of conducting County business. Email communications constitute public records, and the County has the right to access or monitor messages for work-related purposes, security, or to respond to public record requests. All messages should be composed with the expectation that they are public. Users shall have no expectation of privacy in email messages, whether they are business related or an allowed personal use as provided herein. Use of the County's electronic mail system shall be considered consent to Direct Supervisors, department heads, and the Technical Services Department to inspect, use, or disclose any electronic mail or other electronic communications and/or data without prior notice.

6.3 Forwarding of Electronic Mail

A user forwarding a message which originates from someone else, may not modify that message without clearly disclosing the exact nature of the modifications and the identity of the person who made the changes.

6.4 Misdelaivered Messages

If an electronic mail message is delivered to a user by mistake, the user should stop reading as soon as they realize the message was not intended for them and notify the sender and Technical Services Department immediately.

6.5 User's Responsibility for Security

Users are responsible for the security of their electronic mail account password and any electronic mail that is sent via a user account. To protect a user account against unauthorized use, the same precautions

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

outlined in Section 5.3 and 5.4 shall be followed with regards to a user's email account. Users may not send electronic mail on behalf of another person or user without their knowledge and consent.

6.6 Use of Non-County Email Accounts

Non-County email accounts, including outside web-based email accounts, may not be used to conduct County business. Direct Supervisors and employees will be issued County email accounts as required for the purpose of conducting County business. In the event a department or entity receives State email accounts, these may be substituted for County accounts required for the purpose of conducting County business.

6.6.1 Exceptions for Technical Services Staff and Other Authorized Individuals

The Technical Services Department may establish and use outside email accounts for the purpose of testing or troubleshooting County email accounts and systems. Law enforcement personnel, for the sole purpose of conducting investigations and with the express permission of the Sheriff may be exempted from Section 6.6.

6.7 Transmission of Confidential Information

Any transmission of confidential information, including but not limited to personal data, financial records, and proprietary business information, shall be conducted securely and in compliance with applicable laws and regulations. Confidential information should only be transmitted through approved channels (such as encrypted emails, secure file transfer protocols, or designated secure platforms) and must be encrypted when sent over external networks. All employees are prohibited from transmitting confidential information via unsecured methods, such as unencrypted emails, personal messaging apps, or social media. The ability to encrypt email has been provided for all county email accounts. For assistance, please contact the Technical Services Department.

6.8 Electronic Chain Mail

Email chain letters, fraudulent mass mailings, spam, or other types of undesirable and unwanted email shall not be originated, forwarded, or otherwise distributed using County information technology resources.

7 SPECIAL PROVISIONS REGARDING INTERNET ACCESS

7.1 Purpose

It is the policy of Converse County to encourage effective and efficient use of County owned information technology resources for conducting County business. This includes the use of the internet for employees to provide information to County residents, businesses, and other governmental agencies, to search for information, and for information exchange.

7.2 Certain Use of Internet Prohibited

In addition to the prohibitions outlined in Section 4.2, the following specific internet related activities are prohibited except for the purpose of conducting County business:

- a. Use of the County business network to download, upload, store, purchase or share music or video files to or from the internet.

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

- b. Use of the County business network to buy or sell merchandise through online shopping or auction services or to conduct banking or financial transactions which are not directly related to conducting County business.

7.3 Exceptions for Law Enforcement Personnel

Law enforcement personnel, for the sole purpose of conducting investigations and with the express permission of the Sheriff may be exempted from Section 7.2.

7.4 Monitoring and Reporting of Internet Use

It is the responsibility of each department head to administratively monitor and audit internet use within their department. The Technical Services Department may monitor and record user access to internet sites and may provide department heads with information that can be used to track usage as required or requested to enforce County or department policy.

8 SPECIAL PROVISIONS REGARDING REMOTE ACCESS TO COUNTY SYSTEMS

8.1 Purpose

Remote access to certain County systems, applications, and data such as webmail or mobile access in County vehicles is maintained for selected employees. Other remote access systems are restricted only to those employees who show a demonstrated necessity to access data or applications while away from County facilities and only for the purpose of conducting County business.

8.2 Authorization Required

Remote web-based access to County email is granted to all email users for the purpose of accessing their email while at home, on leave or traveling. Certain County mobile computers are equipped with secure remote access for public safety, or other functions. The Technical Services Department may utilize remote access to systems for offsite management, troubleshooting and maintenance. All other requests for remote access to or from County systems must be authorized and implemented by the Technical Services Department. Discovery of unauthorized remote access software on the County business network will be blocked. Approved vendor-based access to a user’s desktop or laptop with the user present for the purpose of troubleshooting vendor provided hardware or software is exempt from this section.

9 SPECIAL PROVISIONS REGARDING TELEPHONES AND MOBILE DEVICES

9.1 Purpose

This provision is to establish guidelines for the use of County issued mobile devices and desktop telephones and the on-duty use of mobile devices personally owned by employees. Mobile devices include, but are not limited to cellular phones, tablets, mobile computers, mobile data terminals and other mobile data collection devices.

9.2 Privacy Policy

Any employee utilizing any personal or County computer, internet service, phone service, or other wireless service provided by or funded by the County expressly acknowledges and agrees that the use of

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

such service, whether for business or personal use, shall remove any expectation of privacy the employee, sender and recipient of any communication utilizing such service might otherwise have, including the content of any such communication. The County also expressly reserves the right to access and audit all communications including content sent, received and or stored through the use of such service.

9.3 County Issued Mobile Devices and Landline Telephones

Depending on an employee's assignment and needs of the position, the County may, at the discretion of the appropriate department head, issue a mobile device and/or landline telephone. Such devices shall remain the sole property of the County and shall be subject to inspection or monitoring, including all related records and content, at any time without notice and without reason.

9.4 Individually Owned Mobile Devices

- a. Carrying an individually owned mobile device is optional.
- b. The device shall be purchased, used, and maintained at the employee's expense.
- c. The employee is responsible for all mobile device hardware, software, service, and support.

9.5 Use of Mobile Devices and Desktop Telephones

Mobile devices and desktop telephones should only be used by on-duty employees for legitimate County business. Occasional personal use of County owned mobile devices and desktop telephones must follow the guidelines set forth in Section 4.3.1. Extended or frequent use of County issued or personally owned mobile devices or landline phones for personal use is prohibited. Employees may be responsible for reimbursing the County for any charges incurred as a result of excessive personal use.

9.6 Use of Text Messaging and Instant Messaging

Text messaging and instant messaging are to be used only for transitory messages with a short-term retention value that can be destroyed when no longer needed for County business. The Wyoming State Archives defines "transitory records" as those which "have only short-term value and should be deleted as soon as they are no longer needed." provided that the records are:

- a. Not needed as evidence of a business transaction; and
- b. Not covered by a more specific records retention series.

Examples of "transitory records" include miscellaneous personal messages or event announcements which do not relate to the functional responsibility of the agency (notices of community affairs, holidays, etc.)

Text messaging and instant messaging should not be used to provide any working direction to staff which is not documented in some other form for retention purposes. If for any reason a non-transitory text message or instant message is sent that does have retention value, the sending employee must immediately take steps to preserve the record. The record can be preserved via logging, screen shot, photograph or transcription of the exact content to a recordable medium such as email. Once preserved, the record must be retained and/or destroyed in accordance with the Wyoming State Archives Records Retention Guidelines.

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

10 SPECIAL PROVISIONS REGARDING INTERNET WEBSITES

10.1 Purpose

The purpose of this provision is to establish guidelines for the procurement, creation, and maintenance of internet websites and social media accounts owned, established, or maintained by Converse County. Internet Websites are established on behalf of Converse County and its departments by the Technical Services Department.

10.2 Internal and External Websites

Websites consist of both externally visible sites for use by the public and internal sites for use by Direct Supervisors and County employees. These sites contain information regarding programs, services, policies, and objectives of Converse County and the surrounding area as well as links to other governmental and outside agency sites. External County websites are designed to provide convenient access to County related records, events and other resources for residents, visitors, businesses, non-profit organizations, other public agencies, and schools to access their county government. Internal sites are designed to provide Direct Supervisors and County employees with access to information, news, links, and other content which improves the efficiency in which they perform their jobs.

10.3 Social Media Websites

Social media websites are third party hosted online technologies that facilitate social interaction and dialogue through user participation and user generated content. They include social networking sites, social bookmarking sites, social news sites, and other sites that are centered on user interaction.

10.4 Website Standards

All websites including social media accounts, owned by or which represent the government of Converse County must present a consistent, professional image of the County, its Direct Supervisors, employees and the events, programs, and services it offers. To ensure a consistent appearance and public image, all County websites shall be procured, maintained, and periodically reviewed by the Technical Services Department. At its discretion, the Technical Services Department may provide County departments with the ability to edit and maintain content on County owned or managed websites. The Technical Services Department shall act as the County's registration authority for all County owned domain names and shall acquire and maintain all domain registrations, websites, and social media accounts.

Direct Supervisors and employees are prohibited from acquiring or registering internet domains or establishing websites including social media accounts which are owned by or represent Converse County, its departments, divisions, events, programs, or services.

10.5 Links from County Websites

The County's websites may contain links to outside content which provide information relevant to the residents, Direct Supervisors, and employees of Converse County. At its sole discretion, the Technical Services Department may include on County websites links to outside content of the following nature:

- a. Federal, state, local and educational entities.
- b. Private organizations if these organizations offer services that complement the information or services offered by Converse County.
- c. Non-profit organizations if these organizations offer services that complement the information or services offered by Converse County.

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

The determination of whether to establish links to outside-site organizations is made on a case-by- case basis by the Technical Services Department. The County is not responsible for the content of these outside links.

10.6 Political Content Prohibited

To avoid the appearance of County endorsement of political content, no content shall be placed on any County website which promotes or opposes any candidate for political office, political party, or advocates for or against a particular issue on a local, state, or national level.

10.7 Social Media Accounts

Social media accounts shall be subject to the following guidelines:

- a. Information posted using the County's social media accounts is subject to the Public Records Act and associated retention schedule. To ensure appropriate retention of public records, the Technical Services Department shall ensure all content posted on County social media accounts is systematically archived.
- b. Elected or appointed officials, board members, Commissioners and other officials and appointed volunteers should avoid commenting or otherwise communicating on social meeting sites where such participation could constitute a violation of the Open Public Meetings Act.
- c. To avoid the potential of prohibited or libelous content appearing on a County sponsored social media account, social media accounts will not be established which allow posts or other content from the public.
- d. The Human Resources Department or assigned departmental employees will maintain accurate County information on social media accounts by frequently reviewing and updating content as necessary and appropriate.
- e. A link to the County's website. www.conversecountywy.gov must be included on all social media sites, directing users back to Converse County's website for in-depth information on the posted content.

10.8 Exceptions for Law Enforcement Personnel

Law enforcement personnel, for the sole purpose of conducting investigations and with the express permission of the Sherriff's Office may be exempted from Sections 10.2 and 10.7.

11 SPECIAL PROVISIONS FOR VOLUNTEERS, CONTRACTORS, PARTNER AGENCIES AND OTHER AUTHORIZED INDIVIDUALS

11.1 Purpose

To ensure data integrity and security and to discourage unauthorized use of County resources, care must be taken in issuing logon ID's and granting access to County systems and resources. Unless authorized as described herein, only elected, or appointed officials and paid County employees will be issued logon ID's and granted access to County owned information technology resources. Individuals to whom access is granted must agree to abide by the terms and conditions of the County Acceptable Use Policy whenever accessing County systems or when using information technology resources.

11.2 Exceptions for Unpaid County Volunteers, Contractors, and Contract Employees

When a legitimate business need exists, at the request of an elected or appointed official or department head and with written permission of the Commission Chairman, unpaid County volunteers, private

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

contractors or contract employees may be issued temporary logon ID's and/or granted access to County information technology resources.

11.3 Exceptions for Employees of Partner Agencies

At the discretion of the Technical Services Director and for the purpose of supporting the needs of and sharing information and resources with partner agencies, employees of partner agencies may be issued logon ID's and/or granted access to County information technology resources.

12 SPECIAL PROVISIONS REGARDING ACCESS TO CRIMINAL JUSTICE INFORMATION SYSTEMS

12.1 Purpose

The Criminal Justice Information Services (CJIS) Division of the FBI requires appropriate controls be put in place to ensure the integrity and security of Criminal Justice Information (CJI) data. The CJIS Security Policy provides guidance for the creation, viewing, modification, transmission, dissemination, storage, and destruction of CJI. This Policy applies to every individual, contractor, private entity, noncriminal justice agency representative, or member of a criminal justice entity with access to, or who operates in support of, criminal justice services and information.

13 SPECIAL PROVISIONS REGARDING CLOUD STORAGE AND APPLICATIONS

13.1 Purpose

Special precautions must be taken when utilizing cloud storage, applications, and services to ensure the County properly protects, archives, and maintains control over data located on external systems. Cloud based systems include cloud-based email, document storage and sharing, Software-as-a-Service (SaaS), Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS) and any other application or service where data is stored outside of the physical boundaries of County buildings.

13.2 Cloud Storage and Application Standards

All users who utilize cloud services for storage and/or processing of County data must utilize only those services approved and procured through the Technical Services Department for such activities. Anyone wishing to utilize services outside of existing approved solutions must submit a copy of the contract for such services to the Technical Services Director for review prior to purchase. The Technical Services Department will review rights and permissions requested by cloud service providers prior to installation to ensure they do not put County data or systems at risk of being compromised. Personal cloud services or accounts, or those services or accounts set up without the approval of the Technical Services Department may not be used for the storage, manipulation, or exchange of data for the purpose of conducting County business. Cloud storage and web based applications or programs for Federal, State, and Law Enforcement agencies are exempt from this requirement.

13.3 Sensitive Information

Special precautions must be taken to ensure sensitive information such as credit card data, personal information, OIS data and law enforcement investigation data stored utilizing cloud services is secure. The Technical Services Department will ensure appropriate safeguards are in place prior to authorizing cloud storage or applications intended to house sensitive information.

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

13.4 Cloud Storage and Records Retention

All users who utilize cloud services for storage and/or processing of County data must ensure that records are being properly archived in accordance with the Wyoming State Archives Records Retention Guidelines. Cloud storage of data is generally intended to be used for short term storage only and users are responsible for ensuring a primary copy of the data is kept on internal systems for retention purposes. The Technical Services Department must ensure that long term cloud storage applications and services provide for the proper backup and archival of data.

14 PROCUREMENT OF INFORMATION TECHNOLOGY RESOURCES

14.1 Purpose

To reduce expense to the County, the Technical Services Department shall be responsible for managing the procurement of any information technology resources that lives on or touches the County network. Significant cost savings, stability and reduced overhead can be achieved through vendor consolidation, hardware and software standardization, volume purchases and utilization of government contracts. Procurement of information technology resources as defined in Section 2 shall be the sole responsibility of the Technical Services Department. Notwithstanding the exceptions provided herein, it is a violation of this policy to procure or otherwise acquire information technology resources outside the centralized procurement process managed by the Technical Services Department.

14.2 Hardware and Software Standards

All County information technology acquisitions shall meet or exceed performance standards set forth by the Technical Services Department with regards to hardware, software, and system capabilities. The Technical Services Department will occasionally review and revise these standards to ensure that information technology resources meet the needs of end users and the business requirements of the County. County owned software shall not be installed on a computer not owned or administered by Converse County without the authorization of the Technical Services Department. Non-County owned software or software obtained outside of the standard Technical Services Department procurement process shall not be installed on a County owned or administered computer or system without the written authorization of the Technical Services Department.

14.3 Grant Purchases

Information technology resources obtained from grants or through grant purchases must be coordinated with the Technical Services Department prior to applying for the grant to ensure any technology acquisitions meet current County standards for hardware and software.

14.4 Capital Purchases

Capital purchases of information technology resources will be requested through the annual budget process by the Technical Services Department. Information technology resources obtained as a component of a larger capital purchase must be coordinated with the Technical Services Department prior to preparing the capital request to ensure any technology acquisitions meet current County standards for hardware and software.

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

14.5 Seized Information Technology Resources

Law enforcement seizures of information technology resources are not allowed to be utilized as an information technology resource without prior authorization from the Technical Services Director. Seized items must meet or exceed current hardware and software standards before being considered for internal use and all items must be inspected and scanned for viruses by the Technical Services Department prior to being connected to the County network.

14.6 Donated Information Technology Resources

Donations of information technology resources may not be accepted by individuals or outside agencies without prior authorization from the Technical Services Director. Donated items must meet or exceed current hardware and software standards before being considered for internal use and all items must be inspected and scanned for viruses by the Technical Services Department prior to being connected to the County network.

14.7 Procurement and Establishment of Internet Websites and Social Media Accounts

Requests for the procurement or establishment of internet websites or social media accounts shall be made by the department director to the County Commissioners. Upon approval by the County Commissioners the procurement and establishment of internet websites or social media accounts shall be the responsibility of the Technical Services Department. Law enforcement personnel, for the sole purpose of conducting investigations and with the express permission of the Sherriff's Office may be exempted. Notwithstanding the exceptions provided herein, it is a violation of this policy to procure or otherwise establish internet websites or social media accounts which represent the government of Converse County, its departments, divisions, services, or programs outside the centralized procurement process managed by the Technical Services Department.

14.8 Procurement of Landline Telephone and Mobile Device Service and Equipment

The procurement of all telecommunication equipment including telephone systems and service, landline and cellular telephones and other mobile devices shall be the responsibility of the Technical Services Department, Road & Bridge Department, or Sheriff's Office. Notwithstanding the exceptions provided herein, it is a violation of this policy to procure telephone systems or services, landline and cellular telephones and other mobile devices outside the centralized procurement process managed by the Technical Services Department.

14.9 Exceptions

Direct Supervisors and department heads may authorize the purchase of computer related consumables and minor peripherals such as CD's, toner and ink cartridges, keyboards, mice, digital cameras, USB drives, furniture, keyboard trays, cases, screen protectors and ergonomic accessories as necessary to conduct County business. The Commissioners, Sheriff or Technical Services Director may authorize exceptions to Section 14 of this policy for short periods of time due to special circumstances such as disasters or other countywide emergencies as determined by Emergency Management where acquisitions of information technology resources may require increased expediency.

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

15 IMPLEMENTATION

15.1 Effective Date

This policy shall be effective immediately upon adoption and shall supersede all acceptable use/IT policies previously adopted by Converse County. The most current version of this policy will be made available electronically and in printed form from the Technical Services or Human Resources Departments. Direct Supervisors and employees are responsible for understanding and agreeing to abide by all provisions in the most current version of this policy. The County Commissioners shall have the authority and responsibility for the implementation of this policy and may make interpretations on issues that are not clearly articulated or not included within and subsequently make written changes to this document. Notwithstanding the exceptions provided within, any exceptions to this policy must be authorized in writing by the County Commissioners

Title: Acceptable Use of County Information Technology	Doc. Type: Policy	Doc. CCG-CCTS-01
Date Issued: 3/18/2025	Date Rev: March 2025	Rev. No. 4

Acceptable Use of County Information Technology Policy Agreement

I, the undersigned, have read and understood the Acceptable Use of County Information Technology Policy of Converse County. I agree to adhere to the guidelines and practices outlined in the policy and understand that failure to comply may result in disciplinary action, including but not limited to revocation of access privileges.

Employee Information:

Name: _____

Department: _____

Position: _____

Acceptable Use of County Information Technology Policy Acknowledgment

I acknowledge that I have received, read, and understood the Acceptable Use of County Information Technology Policy. I agree to comply with the policy and any subsequent updates or changes made to it.

Signature:

Signature of Employee

Date