



Policy Type: Board

Category: Information Technology

Policy Name: Internet Usage Policy - Board Policy 3.37

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3.37 INTERNET USAGE POLICY (Adopted 4-10-01)

Purpose of Policy

The Internet has become an increasingly important source of information for County employees. Many County employees, and occasionally others such as contractors and volunteers (collectively referred to in this policy as “employees”), are provided access to the Internet to assist in the performance of their work for the County. However, the diversity of information available on the Internet brings with it the potential for abuse. This policy is intended to ensure that County employees know their rights and responsibilities in using the Internet, and to ensure the appropriate, cost effective, and efficient use of County Internet access capabilities.

Use of the Internet via the County’s system must withstand public scrutiny. the California Public Records Act (CPRA), Government Code Section 6250, et. seq., requires the County to make all public records available for inspection and to provide copies upon request. A public record is any writing, including electronic documents, relating to the conduct of the people’s business. The CPRA applies to information processed, sent and stored on the Internet. Additionally, records of Internet use may be requested during litigation discovery. No use of licensed or copyrighted material should be made without permission from the holder of the license or copyright.



3.37.1 Appropriate Internet Use

Access to the Internet is provided as a business tool, however, its reasonable, incidental use for personal purposes is acceptable, so long as such use does not interfere with performance of work duties or the operation of County information systems.

- (A) No employee, however, may use the Internet for inappropriate purposes, such as, but not limited to the following:
 - (1) Personal profit, including commercial solicitation or conducting or pursuing their own business interests or those of another organization.
 - (2) Unlawful or illegal activities, including the downloading of licensed material without authorization, or downloading copyrighted material from the Internet without the publisher's permission.
 - (3) To access, create, transmit, print, download or solicit material that is or may be construed to be harassing or demeaning toward any individual or group for any reason, including on the basis of sex, age, race, color, national origin, creed, disability, political beliefs, organizational affiliation, or sexual orientation.
 - (4) To access, create, transmit, print, download or solicit sexually-oriented messages or images.
 - (5) The knowing propagation or downloading of viruses or other contaminants.
- (B) Internet Relay Chat channels or other Internet forums such as newsgroups or net-servers may be used only to conduct work-related business.

3.37.2 Access to Usage Records



- (A) Employees should have no expectation of privacy in their usage of the Internet. An audit authority designated by a department head may monitor usage of the Internet by department employees, including reviewing a list of sites accessed by an employee within the department; audit and examination of usage by an agency or department head shall be performed by a person designated by the County Executive. For this purpose, records of access to sites, materials and services on the Internet may be recorded and retained for a time period set by the County. The County or department head may restrict access to certain sites that it deems are not necessary for business purposes.
- (B) This policy does not supplant the legal protections available to shield confidential, internal County communications from third party requests, such as information exempt from disclosure under the CPRA, shielded by attorney-client privilege, or subject to state law mandating confidentiality for specific subject matter.

3.37.3 Enforcement

Violation of the County's policy on Internet use may result in appropriate disciplinary action up to and including termination. Any improper Internet usage will not be disclosed by the County to others except to the extent necessary to consider and to implement discipline, for other employment related purposes, or to respond to litigation requests. Potential criminal conduct which is revealed by improper Internet usage will be referred to the appropriate law enforcement authorities.

Related Policies

- Information Technology User Responsibility Statement - <https://iservices.sccgov.org/sccurds>



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- Information Security Policies - <https://saecommon.sccgov.org/countypolicy/Information-Technology-Security-Policies.pdf>

Related Forms and Information

None.

History

Date	Changes Made
10/5/2017	Links Updated. (David Bruno)
1/29/2014	Policy Uploaded. (John Myers)
4/10/2001	Policy Adopted. View legislative file.