



## County of Monroe, Wisconsin

14301 County Hwy B • Sparta, Wisconsin 54656-4509  
(608) 269-8719 • FAX: (608) 366-1809

[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

### **MONROE COUNTY NETWORK AND COMPUTER USE POLICY** **All Departments**

#### **OVERVIEW**

The purpose of this policy is to define acceptable usage of Monroe County's network and computer devices. This policy covers Accessing our Network, Passwords, Security, Prohibited Use, and User Responsibility.

#### **PURPOSE**

This policy is in place to protect the employees and Monroe County as an organization. Inappropriate use of the computer systems can expose Monroe County to risks, including virus attacks, compromise of network systems, services and data, the loss of sensitive or county confidential data, system down time, and disruptions to business services.

#### **SCOPE**

This policy applies to full-time employees, part-time employees, independent contractors, on-call employees, limited term employees (LTEs), consultants, elected officials, and other third parties.

This policy covers all computer devices, hand held devices, and network equipment that are used and operated for conducting Monroe County business and the connectivity hardware and media of those devices. Devices include: workstations, laptops, smartphones, iPads, all tablets, printers, or any other components that connect to the network or computer device.

#### **USAGE**

Monroe County provides computer/laptop devices and network access as a professional resource for employees to fulfill business needs and is not intended for personal use.

#### **ACCESS**

Any user (remote or internal) accessing Monroe County network and/or devices must be authenticated through the use of a unique user ID and Password. Other methods of authentication may be used but must be approved by Monroe County IS.

The unique user ID assigned to each individual is used for access and control to data and systems. All logging and tracking requirements for privacy, auditing, security and monitoring are recorded based on this unique user ID. Users will be held responsible for all actions taken under their user ID as recorded by our network and systems. It is strictly forbidden that your user ID and password be used by others.

#### Obtaining User Id and Password

In order to issue a user id and password, the Monroe County IS Department must receive the following:

- A completed Munis service request by the Department Head or an authorized agent indicating needed applications and data access.
- The user must read and sign this policy, acknowledging acceptance thereof.
- Users needing access to data owned by another department will only be granted access upon written approval from his/her Department Head and the data's owner.
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### PASSWORDS

- Passwords must conform to the following:
  - Must be at least eight (8) characters long
  - Must contain at least one alphabetic and one non-alphabetic character. Non-alphabetic characters include numbers (0-9) and punctuation.
  - The use of control characters and other non-printing characters is prohibited because they may inadvertently cause network transmission problems or unintentionally invoke certain system utilities.
  - Must contain at least one lower case and one upper case alphabetic character.
  - Must not be similar to passwords that they had previously employed.
  - Must be difficult to guess. Do not use derivatives of user-IDs, and common character sequences such as "123456" must not be employed. Likewise, personal details such as spouse's name, automobile license plate, social security number, and birthday must not be used unless accompanied by additional unrelated characters. User-chosen passwords must also not be any part of speech. For example, proper names, geographical locations, common acronyms, and slang must not be employed.
- Each user of Monroe County computer systems will be given only three attempts to enter a correct password. If a user has incorrectly entered a password three consecutive times, the user ID will be deactivated until IS staff authenticates the user's identity and then resets the password.
- All users will be automatically forced to change their passwords upon receipt of an IT issued password and at least once every forty-five (45) days.
- Users must never write down or otherwise record their password.
- Users must never reveal their user id or account password to others or allow the use of their account by others.
- All passwords must be promptly changed if they are suspected of being disclosed, or known to have been disclosed to unauthorized parties.
- Users may request a password reset by e-mail, phone or in person. For non-employees your password will not be given verbally but will be sent to your registered email address.

### SECURITY

Monroe County will implement physical and technical safeguards to ensure the integrity of the county hardware, systems and data.

Users will be granted access to information on a "need-to-know" basis. That is, users will only receive access to the minimum applications and privileges required to perform their jobs.

It is the responsibility of the user to practice the following security measures:

- Do not allow others access through your user ID and password.
- Log out of all applications when not in use.
- Secure workstations (screen lock or logout) prior to leaving area to prevent unauthorized access.
- Complying with all applicable password policies and procedures.
- Never install unauthorized software on any workstation/laptop/device.
- Know the level of security associated to network drives and system directories when storing data.
  - Personal Access – can only be seen by user (currently Z:)
  - Department Access – can only be accessed only by user associated to the Department



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- Do not store sensitive information on workstation/laptops, instead store all sensitive information, including protected health information (PHI) in a network directory.
- Ensure that monitors are positioned away from public view.
- Do not store sensitive data on portable storage devices such as CD, DVD, and USB.

### ANTI-VIRUS

All computers owned by Monroe County and/or computers connected to Monroe County Network must use the most up-to-date anti-virus software that is an industry corporate standard.

All users must practice the following processes to prevent virus problems:

- Must never disable or interfere with the automatic weekly updates of anti-virus unless given explicit permission from Monroe County IS Management
- Never download files from unknown or suspicious sources
- Always scan portable storage devices (CD, DVD, USB, etc) from unknown sources prior to using.
- If a user has any questions or suspicions regarding emails or files they must contact the IS Department immediately.

### PROHIBITED

The following activities are strictly prohibited:

- To engage in any activity that is illegal under local, state, federal or international law while using Monroe County-owned resources.
- Install or distribute software products that are not appropriately licensed for use by Monroe County.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music.
- Deliberately create, propagate or distribute malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Logging into a device with an account that the user is not expressly authorized to access.
- Disrupt network communications. this includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, port scanning or security scanning and forged routing information.
- Port scanning or security scanning is expressly prohibited.
- Executing any form of network monitoring which will intercept data.
- Circumventing user authentication or security on any network, workstation, device or system.
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's session.
- Export or Copy information about, or lists of, Monroe County employees to parties outside Monroe County.
- Copy or Export county-owned software, intellectual property
- Copy, export and distribute data not specifically related to your job duties.
- Using any Instant Messaging (IM) software communications service that enables you to create a kind of private chat room with another individual in order to communicate in real time over the Internet from any device.



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- Using screensavers other than those expressly designated by the Monroe County Information Technology Department
- Connecting any devices not owned by or leased by Monroe County without approval from Monroe County IS management.
- Keeping food and drink within range of any computer devices in which an accidental spill could contact the device.

### ALL REMOTE ACCESS

This section covers additional requirements needed for those connecting remotely through an Internet connection.

Remote access privileges will only be granted to those who have a need based on work requirements and are allowable under their position's personnel contracts.

To obtain access to Monroe County network via a VPN or Remote Access the following procedure will be followed:

- Complete Munis service request by the user's Department Head or an authorized agent.
- Approval from IS Director

Those persons granted remote access privileges to Monroe County's network must abide by all the conditions within this policy, including the following:

- Only Monroe County-owned devices are allowed to connect, unless approved by Monroe County IS Management
- Must use Monroe County VPN Client software or Remote Access method. Any other proposed method must obtain approval from Monroe County IS Management.
- Dual (split) tunneling is NOT permitted; only one network connection is allowed.
- Connections are limited to an absolute connection time of 24 hours. Exceptions to this will need prior approval from the Monroe County IS Management.

The user is responsible for:

- Selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees.
- If not using Monroe County-owned equipment, equipment used must be configured to comply with Monroe County's standards. This includes maintaining current patch levels, and security patches.

### ENFORCEMENT AND VIOLATIONS

Any violation of this policy or unlawful use will be reported to and reviewed by Monroe County officials on a case-by-case basis. Depending upon the severity and impact of the violation any or all of the following may occur:

- Loss of internet privileges
- Disciplinary action up to and including termination
- Report violation to legal authorities



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**ACKNOWLEDGEMENT**

I acknowledge that I have personally received a copy of the Monroe County Network and Computer Use Policy. I have read and understand fully all contents of this policy and will uphold the obligations and restrictions contained within this policy. I also understand violations of the Monroe County Network and Computer Use Policy and will be subject to Monroe County progressive disciplinary actions which may result in termination.

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