

Sedgwick County Acceptable Use Agreement

For Information Technology

I understand that by using information technology on Sedgwick County equipment or time, this technology is provided by Sedgwick County at the County's expense, and is therefore the County's property. I understand this information technology is provided for use for County business transactions, research, records, and communications. I understand that no one is to receive access to information technology without signing this agreement and that violation of this provision may subject me to discipline up to and including termination.

Information technology includes computers, Internet access, electronic mail and voice message systems, facsimile devices, and other electronic systems used by Sedgwick County.

I understand and agree that:

- Electronic communications are an extension of Sedgwick County Government.
- Electronic communications can be traced to the sender and recipient even after deleted from computers.
- I will not send electronic communications to multiple recipients with non-County business content.
- I will not knowingly communicate, download, or forward anything that might be construed as harassing, hostile, or offensive to others based on ethnicity, race, sex, disability, age, religion, or national origin.
- I will immediately advise anyone sending me improper or questionable material that such transmissions should stop.
- The County may be legally required to produce evidence of my use of information technology for matters of litigation, pursuant to the Kansas Open Records Act and for other purposes.
- I will not use the County's information technology to solicit non-County business for any cause, including political or religious issues. I will not knowingly display, print, store, download, or send any questionable image or message.
- I will take extra caution when receiving a message or opening an attachment from an unknown source, especially from an address exterior to the County's e-mail system.
- I will not open executable files when any security measures have warned it contains a virus and will delete such items immediately.
- I will not knowingly circumvent any security measure put in place by DITSS.
- I will not knowingly receive, install, copy, use, maintain, provide software, or any machine-readable data in violation of federal laws, state laws, or local ordinances.
- I understand that everyone is responsible for activity performed with their credentials (user ID, password, soft token) and is prohibited from performing unauthorized activity with someone else's credentials.
- I will abide by the County's Information Technology Usage policy 3.000 and related policies and procedures.
- I will not use County information technology for inappropriate uses. If I have a question about whether a use is inappropriate, I will contact my supervisor or helpdesk.

Examples of inappropriate uses of information technology include, but are not limited to:

- Illegal activities
- Gaming: betting, gambling, wagering
- Representing personal opinion as that of the County
- Unauthorized solicitations
- Accessing pornographic material for other than law enforcement purposes
- Revealing unauthorized or confidential information
- Slander, libel, deliberate misinformation

I understand that I have no expectation of privacy in my electronic communications, use of County property, or Internet access. Sedgwick County reserves the right to review, audit, or monitor any County information technology that I use.

Information Technology User (print name & sign)

Date