

Augusta County Fire-Rescue Operations Division



SUBJECT	COMPUTER USAGE POLICY	AD-21
CATEGORY	Administration	SOP NUMBER
<i>D. Carson Holloway</i> APPROVED BY Fire-Rescue Chief		July 1, 2009 EFFECTIVE DATE

Purpose

To provide the Personnel of the Fire-Rescue Department and all Volunteer Fire and EMS Agencies a procedure for usage for all County Owned Desktop Computers and Laptop Computers.

Standard Operating Procedure

Everyone within the County of Augusta, Fire & EMS community who uses County computing and communications equipment has the responsibility to use them in an ethical, professional and legal manner. This means that users agree to abide by the following conditions:

The integrity of the systems must be respected. This means that users of systems will not divulge passwords, PIN's, private keys or similar elements to anyone else, and they will not exploit sessions left open or otherwise misappropriate or steal the "identity" of another user.

Users must recognize that certain data is confidential and must limit their access to such data to use in direct performance of their duties.

Only those persons trained/certified in the use of the mobile data system are authorized to operate the equipment. Messages transmitted or received through the mobile data system may be subject to Freedom of Information Act requests and subpoena duces tecum.

Users must not download any additional software or programs that were not original to the computer without prior approval from the Information Technology Department. Users are not to use any County owned computer for personal use, checking personal email accounts, instant messaging programs, personal profiles, chat rooms, blogs, or any other virtual forum. No unauthorized use is allowed that characterizes or depicts the County of Augusta or any member of a fire or rescue agency in any matter that can be negatively perceived by the viewer.

When using the mobile toughbooks MCT Software, users are not to mark their agency responding, on location or cleared from any calls, plus agencies are not to create any incidents.

Users are required to notify immediately any problems with any County owned computing devices to the County of Augusta Information Services Department. The County reserves the right to request any of the issued equipment be returned for any reason. This SOP is in addition to all policies referenced in the County of Augusta Policy Manual.

Each agency that is using a County owned computer needs to read and agree to the following "County of Augusta Acceptable User Agreement".

As a user of the County of Augusta computing and communications equipment, I understand and agree to abide by the acceptable use agreement terms. These terms govern my access to and use of the computers, applications and services and the information they generate.

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The County granted access to me as a necessary privilege in order to perform authorized functions. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status. These include logon identification, password, workstation identification, user identification, file protection and production. All equipment issued shall remain in the possession and control of the organization or individual to whom it is issued.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Services Department of the County of Augusta.

I understand that the County of Augusta reserves the right without notice to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of resources.

I understand that I am responsible for all County computing and communications equipment, for the care and proper use of the equipment in our possession and every effort shall be made to protect and secure the equipment from theft, damage, misuse, abuse, or exposure to the elements or environmental hazards. In no way will any apparatus driver use the mobile data system while vehicle is in motion or will allow the mobile data system to be distracting or interfere with the safe operation of the department vehicle.

By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subjected to disciplinary action to include but not limited to no longer being allowed to use the devices, your agency no longer using the devices, temporary loss of use, financial penalty both personal and/or agency or any other disciplinary action as needed by the County of Augusta.

Signature of Chief Operational Officer:

Signature of Chief Administrative Officer:

Date:

Signature of County of Augusta Representative:

Date:
