

PASCO COUNTY BCC ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

SUBJECT: Acceptable Use Policy

SECTION: Information Technology

POLICY NUMBER: 600-07

PREPARED: September 2013

REVISED: May, 13 2020

I. PURPOSE:

The purpose of this policy is to define for all employees and authorized users (who are granted access to Pasco County IT networks and/or infrastructure) what is acceptable and unacceptable use of Pasco County owned IT assets. This policy and procedure comply with the various regulatory compliance requirements for having a properly defined acceptable use policy and procedure.

II. POLICY:

This policy is specific to all Pasco County BCC employees and authorized users (i.e., temps, contractors, vendors, etc.) who are provided with Pasco County owned IT assets and/or login credentials needed to access IT systems, applications, and data to perform job duties and functions.

A. DEFINITIONS

1. Acceptable Use - an agreement between the County and its employees, expressed in writing, the intent to adhere to certain standards of behavior with respect to the proper usage of County owned hardware & software. More specifically, it is a set of rules created and enforced by Pasco County to limit ways in which County information assets are to be utilized.
2. Resources - all hardware, software, data, and other resources, including but not limited to, the resources described below, that are owned or leased by Pasco County and provided by use for all employees and authorized users.
 - a. Servers
 - b. Networks
 - c. Applications
 - d. Workstations
 - e. Phones
 - f. Peripheral devices
3. Information – data, video, and voice, including, all restricted intellectual properties.
4. Users – County employees, contractors, vendors, and/or authorized third party users, who are approved by the Information

- Security Officer to use County owned assets.
5. Business Purpose – Serving our community to create a better future.

III. PROCEDURE:

A. ACCEPTABLE USE

County information and technology resources shall be used in an ethical and lawful manner to ensure business continuity and avoid damage to the County's public image and/or its financial interests. County employees should contact the Information Security Officer prior to engaging in any activity not explicitly covered by these procedures.

1. System and Network Activities

County owned information technology assets and resources must be used for business purposes only, whether used onsite or remotely.

2. Applications

County owned applications and their resources must be used for business purposes only, whether used onsite or remotely.

3. Email and Communication Activities

County owned email and communication resources must be used for business purposes only, whether used onsite or remotely.

4. Social Media

During business hours social media should only be used for business purposes. For more information regarding the management of social media accounts, please refer to the Pasco County [Social Media Policy 100-03](#).

B. UNACCEPTABLE USE

Any and all use of County information and or resources not explicitly listed or consistent with acceptable use as defined within this policy will be considered as unacceptable use.