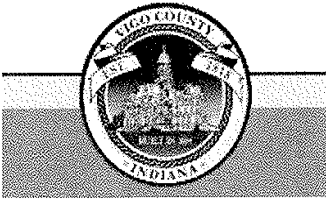


ADDENDUM # 11
TO THE VIGO COUNTY
EMPLOYEE AND MANAGEMENT
HANDBOOK DATED OCTOBER 2007

On March 9, 2011 the Vigo County Commissioners made the following addendum to the Vigo County Employee and Management Handbook Dated October 2007:

In Section VI - Subsection 6.9, now titled Internet, E-mail, and Electronic Communication. The Acceptable Use Policy has been changed to reflect and include social media and social network.

Below is the new Acceptable Use Policy:



Vigo County Government IT Department
139 Oak Street
Terre Haute, IN 47807
(812) 462-3222
www.vigocounty.in.gov

This serves as the Vigo County Government and the Vigo County IT Department policy on the acceptable use of Email and Internet Service provided by the Vigo County Government and the Vigo County IT Department. It is designed to help protect services provided; Vigo County Government employees and appropriate users, and the Internet community from irresponsible or illegal activities. By using the Vigo County Government Network it is agreed upon, that you accept and understand the terms outlined herein.

Acceptable Use Policy (AUP) for Vigo County Government Internet and Email

This Acceptable Use Policy specifies actions prohibited by Vigo County Government IT Department (Vigo County Government), by its Employees and or appropriate parties of the Vigo County Government Network. Vigo County Government and the Vigo County IT Department, reserve the right to suspend or cease the service to employees and or users found to be in violation of this policy or applicable law, pursuant to 17 U.S.C. § 512(i), and to modify the Policy at any time, effective upon posting of the modified Policy to the Vigo County Government website located at: www.vigocounty.in.gov

Disclaimer of certain damages

Neither Vigo County Government, Vigo County IT Department, nor Employees of the Vigo County Government, shall be liable to the other for any indirect, consequential, exemplary, special, incidental or punitive damages, including without limitation loss of use or lost business, revenue, profits, or goodwill, arising in connection with this agreement, under any theory of tort, contract, indemnity, warranty, strict liability or negligence, even if the party knew or should have known of the possibility of such damages.

Illegal use

Use of the Internet by employees of Vigo County Government, is permitted and encouraged where such use supports the goals and objectives of the job. The Vigo County Government Network may be used only for lawful purposes. Transmission, distribution, uploading, posting or storage of any material in violation of any applicable law or regulation is prohibited. By using the Vigo County Government network you automatically agree to the terms outlined but not limited to, what is covered in this, the Vigo County Government Acceptable Use Policy. Failure to follow said applied rules and regulations can and in most cases will result in disciplinary actions.

This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene, defamatory, libelous, unlawful, harassing, abusive, threatening, harmful, vulgar, constitutes an illegal threat, visiting Internet sites that contain obscene, hateful or pornographic material; using the computer to perpetrate any form of fraud, or software or music piracy; using the Internet to send offensive or harassing material to other users; downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license; hacking into unauthorized areas; creating or transmitting defamatory material; undertaking deliberate activities that waste staff effort or networked resources; introducing any form of computer virus into the corporate network which violates export control laws, hate propaganda, fraudulent material or fraudulent activity, invasion of privacy or publicity rights, profane, indecent or otherwise objectionable material of any kind or nature.

You may not transmit, distribute, or store material that contains a virus, "Trojan Horse," corrupted data, or any software or information to promote or utilize software or any of Vigo County Government and the Vigo County Government IT Department service to deliver unsolicited e-mail. You further agree not to transmit any material that encourages conduct that could constitute a criminal offense, gives rise to civil liability or otherwise violates any applicable local, state, national or international law or regulation, while using the Vigo County Government and Vigo County IT Department services in a manner that interferes with the use of the Vigo County Government network is prohibited.

Personnel are prohibited from using departmental computers and or departmental cell phones/devices, to access, maintain, and or contribute to any social media/networking websites. Permission to do so may be granted by department head or when being used for investigative or public information purposes.

You acknowledge and agree that it is a violation of this AUP for your services to cause an interruption or degradation of, interference with, or disproportionate burden on the operations of Vigo County Government and Vigo County IT Department, systems or the services of other employees, regardless of whether such interruption, degradation, interference or burden is the result of your actions or those of a third party over which you have no control.

You may access and use our services for lawful purposes only and you are solely responsible for the knowledge and adherence to any and all laws, statutes, rules and regulations pertaining to your use of our services. You agree that you will not (i) use the services to commit a criminal offense or to encourage conduct that would constitute a criminal offense or give rise to a civil liability, or otherwise violate any local state, Federal or international law or regulation; (ii) upload or otherwise transmit any content that you do not have a right to transmit under any law or contractual or fiduciary duty; (iii) interfere or infringe with any trademark or proprietary rights of any other party; (iv) interfere with the ability of other users to access or use our services; (v) claim a relationship with or to speak for any individual, business, association, institution or other organization for which you are not authorized to claim such a relationship; (vi) interfere with or disrupt the service or servers or networks connected to the service, or disobey any requirements, procedures, policies or regulations of networks connected to the service; or (vii) reproduce, duplicate, copy, use, distribute, sell, resell or otherwise exploit for any commercial purposes any portion of the services.

System and network security

Violations of system or network security are prohibited, and may result in criminal and civil liability. Vigo County Government and the Vigo County Government IT Department will investigate incidents involving such violations and will cooperate with law enforcement if a criminal violation is suspected. Examples of system or network security violations include, without limitation, the following: running servers including but not limited to HTTP, mail, file-sharing (including but not limited to both server-client based applications and peer-to-peer applications) and FTP, unless approved by appropriate parties of the Vigo County Government and the Vigo County Government IT Department.

Email

A user shall not use another site's mail server to relay mail without the express permission of the site. Sending Unsolicited Bulk Email ("UBE", "spam"). The sending of any form of Unsolicited Bulk Email through Vigo County Government IT Department servers is prohibited. Likewise, the sending of UBE from another service provider advertising a web site, email address or utilizing any resource hosted on Vigo County Government and Vigo County Government IT Department servers, is prohibited. Vigo County Government accounts or services may not be used to solicit customers from, or collect replies to, messages sent from another Internet Service Provider where those messages violate this Policy or that of the other provider. Running Unconfirmed Mailing Lists, subscribing email addresses to any mailing list without the express and verifiable permission of the email address owner is prohibited. Purchasing lists of email addresses from 3rd parties for mailing to or from any Vigo County Government-hosted domain, or referencing any Vigo County Government account, is prohibited.

Personal use of e-mail is a privilege, not a right. Abuse of the privilege may result in appropriate disciplinary action. Employees need to keep in mind that all e-mail is recorded and stored along with the source and destination. Management has the ability and right to view employees' e-mail. Recorded e-mail messages are the property of the agency and therefore the taxpayers of Vigo County. Thus, they are subject to the requirements of the Indiana Public Records Act and the laws applicable to County and State records retention. Employees should be aware that when sending an e-mail message of a personal nature, there is always the danger of the employees' words being interpreted as official agency policy or opinion. Therefore, when an employee sends a personal e-mail, especially if the content of the e-mail could be interpreted as an official agency statement, the employee should always provide a disclaimer in the email, identifying it as such.

Personal e-mail should not impede the conduct of local business; only incidental amounts of employee time--time periods comparable to reasonable coffee breaks during the day--should be used to attend to personal matters. Racist, sexist, threatening, or otherwise objectionable language is strictly prohibited.

Email should not be used for any personal monetary interests or gain. Employees should not subscribe to mailing lists or mail services strictly for personal use. Personal e-mail should not cause the Vigo County Government to incur a direct cost in addition to the general overhead of e-mail.

INDIRECT OR ATTEMPTED VIOLATIONS OF THE POLICY, AND ACTUAL OR ATTEMPTED VIOLATIONS BY A THIRD PARTY ON BEHALF OF A USER/EMPLOYEE OF THE VIGO COUNTY GOVERNMENT, SHALL BE CONSIDERED VIOLATIONS OF THE POLICY BY SUCH EMPLOYEE AND MAY CONSTITUTE LEGAL ACTIONS TAKEN ON BEHALF OF LOCAL, STATE, AND FEDERAL GOVERNMENT.

