

# FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION



## INTERNET AND E-MAIL USAGE POLICY

Effective August 24, 2004

Fresno County Employees' Retirement Association  
Internet and E-mail Usage Policy (continued)

**Overview:**

The Fresno County Employees' Retirement Association (FCERA) provides access to the Internet to help employees do their jobs. This Internet and E-mail Usage Administrative Policy is designed to help employees understand management's expectations for the use of Internet, Intranet, and electronic mail (Internet), and to help employees use those resources wisely.

The Internet for FCERA is a business tool, provided to improve efficiency. FCERA expects employees to use the access primarily for business-related purposes, i.e., to communicate with members and other retirement associations, to research relevant topics and obtain useful business information. FCERA insists that employees conduct themselves honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogative of others, just as they would in any other business dealings. To be absolutely clear on this point, all existing FCERA policies apply to employees' conduct on the Internet, especially but not exclusively, those that deal with intellectual property protections, privacy, misuse of FCERA resources, sexual harassment, information and data security, and confidentiality.

Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity for FCERA and expose the organization to significant legal liabilities.

Access to electronic communications gives each user an immense and unprecedented ability to propagate FCERA messages. Because of that power, employees must take special care to maintain the clarity, consistency and integrity of FCERA's image and posture. Anything any one employee writes in the course of acting for FCERA on the Internet could be taken as representing FCERA's public posture.

The overriding principle in developing this policy is that security and confidentiality of data is to be everyone's first concern. FCERA employees can be held accountable for any breaches of security or confidentiality.

**Definitions:**

Document – any type of file that can be read on a computer screen as if it were a printed page, including WORD or EXCEL files, HTML files read in an Internet browser, any file meant to be accessed by a word processing or desktop publishing program or its view, or the files prepared for the Adobe Acrobat reader and other electronic publishing tools.

Graphics – includes photographs, pictures, animations, movies or drawings.

Display – includes monitors, flat panel active or passive matrix displays, monochrome LCDs, projectors, televisions and virtual-reality tools.

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FCERA – includes the Board of Retirement, the Retirement Administrator, Chief Accountant, Retirement Supervisor, and the Senior Accountant.

**Summary of Policy:**

1. FCERA has software and systems in place that can monitor and record all Internet usage.
2. FCERA reserves the right to inspect any and all files stored in private areas of our network in order to assure compliance with policy.
3. New employees are provided a copy of the Internet and E-mail usage policy established by the County of Fresno, the Notice of Confidentiality and the FCERA Internet Administrative Policy when they begin employment with FCERA..
4. Sexually explicit material may not be displayed, archived, stored, distributed, edited or recorded using our network or computing resources.
5. Use of any FCERA resources for illegal activity is grounds for immediate dismissal, and FCERA will cooperate with any law enforcement activity.
6. Any software or files downloaded via the Internet into FCERA network become the property of FCERA.
7. No employee may use FCERA facilities knowingly to download or distribute pirated software or data.
8. No employee may use FCERA's Internet facilities to deliberately propagate any virus, worm, Trojan horse, trap door program code or other forms of sabotage.
9. Employees with Internet access may download only software with direct business use.
10. Employees with Internet access may not use FCERA Internet facilities to download entertainment software or games, or to play games against opponents over the Internet.
11. Employees with Internet access may not upload any software licensed to FCERA or data owned or licensed by FCERA without explicit authorization from the Retirement Administrator or his/her designee.
12. Employees are not to participate in unauthorized mass e-mail mailings, online gaming or gambling, stock trading, commerce for personal gain, dissemination of vulgar, racist, or obscene material, violations of copyright law, leaking sensitive or confidential information or attempting to hack into another system.

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13. Employees are to limit Internet usage to that required to conduct the business of FCERA in an efficient manner.
14. The record retention requirements shall apply to all records obtained or received via the Internet.
15. Personal use of the computer, Internet, and e-mail should be limited.

**Detailed Internet Usage Policy Provisions:**

1. FCERA has software and systems in place that record all Internet usage. Our security systems are capable of recording for each and every user each World Wide Web site visit and each e-mail message into and out of our networks and FCERA reserves the right to do so at any time. No employee should have any expectation of privacy as to his or her Internet usage. Our managers will review Internet activity, including e-mail activity, and analyze usage patterns. Inappropriate use of the computer network will be reported to the Retirement Administrator or his/her designee for evaluation and determination of appropriate action.
2. FCERA reserves the right to inspect any and all files stored in private areas of our network in order to assure compliance with the policy. Employees have no expectation of privacy, both internally and externally, when using FCERA computer network. E-mail is similar to a postcard, available for all to read. E-mail files are backed up nightly and are retained for approximately one year. Deleting an e-mail from an in-box does not delete the trail that delivered the e-mail.
3. The display of any kind of sexually explicit image or document on any FCERA system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.
4. FCERA uses independently supplied software and data to identify inappropriate or sexually explicit Internet sites. FCERA may block access from within our networks to all such sites that FCERA knows of. If employees find themselves connected accidentally to a site that contains sexually explicit or offensive material, they must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.
5. FCERA's Internet facilities and computing resources must not be used to violate the laws and regulation of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any FCERA resources for illegal activity is grounds for immediate dismissal and FCERA will cooperate with law enforcement activity as needed.

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6. Any software or files downloaded via the Internet into FCERA network become the property of FCERA. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.
7. No employee may use FCERA facilities to download or distribute pirated software or data.
8. No employee may use FCERA's Internet facilities to propagate any virus, worm, Trojan horse, trap door program code or other forms of sabotage.
9. No employee may use FCERA's Internet facilities to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
10. Each employee using the Internet facilities of FCERA shall identify himself or herself honestly, accurately and completely including one's FCERA affiliation and function, when setting up accounts on outside computer systems.
11. Employees are not to participate in unauthorized mass e-mail mailings, online gaming or gambling, stock trading, commerce for personal gain, dissemination of vulgar, racist, or obscene material, violations of copyright law, leaking sensitive or confidential information or attempting to hack into another system.
12. Only the Retirement Administrator or his/her designee is authorized to speak to the media, to analysts or at public gathering on behalf of FCERA. Employees may speak/write in the name of FCERA in electronic communications only to the extent authorized by the Retirement Administrator or his/her designee. Users must refrain from any political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by FCERA of any commercial product or service.
13. FCERA retains ownership of any material posted on the Internet by any employee in the course of his or her duties.
14. Employees are reminded that it is inappropriate to reveal confidential FCERA information, member data, trade secrets and any other material covered by existing FCERA confidentiality policies and procedures on the Internet. Employees releasing such confidential information – whether or not the release is inadvertent – will be subject to the penalties provided in existing FCERA policies and procedures.
15. Use of FCERA Internet access facilities to commit infractions such as misuse of FCERA assets or resources, sexual harassment, unauthorized public speaking and misappropriation of intellectual property are also prohibited by FCERA policy and will be sanctioned under the relevant provision of the County of Fresno Salary Resolution and Personnel Rules and any relevant Memorandums of Understanding.

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16. Because a wide variety of materials may be considered offensive by colleagues, members or suppliers, it is a violation of FCERA policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or FCERA's business activities.
17. Employees with Internet access must take particular care to understand the copyright, trademark, libel, slander and public speech control laws so that use of the Internet does not inadvertently violate any laws which might be enforceable against FCERA.
18. Employees with Internet access may download only software with direct business use and must arrange to have such software properly licensed and registered. Downloaded software must be used only under the terms of its license.
19. Employees with Internet access may not use FCERA Internet facilities to download entertainment software or games, or to play games against opponents over the Internet.
20. Employees with Internet access may not use FCERA Internet facilities to download images or videos unless there is an express business-related use for the material.
21. Employees with Internet access may not upload any software licensed to FCERA or data owned or licensed by FCERA without the express authorization of the Retirement Administrator or his/her designee.
22. User IDs and passwords help maintain individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet resource from FCERA must keep that password confidential. FCERA's policy prohibits the sharing of user IDs or passwords obtained to access to Internet sites. Management reserves the right to the passwords for all data stored on its computers. There will be no file(s), programs or data that cannot be accessed by appropriate management personnel.
23. The record retention requirements shall apply to all records obtained or received via the Internet. Employees shall determine whether to preserve or delete the material and communications consistent with the record retention schedule and records retention policy. The record retention policy is available to any employee upon request.

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24. Employees should not assume that any data or databases are automatically subject to public inspection under the California Public Records. There are numerous exclusions to this law, and such data may not be forwarded, uploaded, or otherwise transmitted to non-FCERA entities without appropriate approval. The Public Requests for Information Policy adopted by the governing board of FCERA requires the approval of the Retirement Administrator or his/her designee before releasing any data.
25. Personal use of the computer, Internet, and e-mail should be limited. Any employee who uses FCERA's computer systems for personal use does so at his/her own risk, as all e-mail transmissions and files stored on a FCERA computer are the sole property of FCERA.
26. Employees should schedule communications-intensive operations such as large file transfers, video downloads and the like, for off-peak times.
27. Any file that is downloaded must be scanned for viruses before it is run or accessed.
28. Video and audio streaming and downloading technologies represent significant data traffic that can cause local network congestion. Video and audio downloading should not be performed without prior authorization of the Retirement Administrator or his/her designee.
29. Each employee is responsible for any unauthorized Internet usage that occurs under his/her password or ID.
30. FCERA has installed an Internet firewall to assure the safety and security of FCERA's network. Any employee who attempts to disable, defeat or circumvent any FCERA security facility will be subject to immediate dismissal.
31. Files containing sensitive FCERA data, as defined by existing FCERA data security policy, which are transferred in any way across the Internet must be encrypted.
32. Only those Internet services and functions with documented business purposes for FCERA will be enabled at the Internet firewall.

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**Acknowledgement:**

I acknowledge that I have received a written copy of the Internet and E-mail Usage Policy for FCERA. I realize that FCERA's security software may record and store for management use the electronic email message I send and receive, the Internet address of any site that I visit and any network activity in which I transmit or receive any kind of file. I understand that abuse of the Internet access provided by FCERA in violation of law or FCERA policies will result in disciplinary action, up to and including my dismissal from employment or even criminal prosecution. I understand that I may be held personally liable for any violations of this policy. I understand the terms of this policy and agree to abide by them.

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Signature

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Witness

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Printed Name

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