



LARAMIE COUNTY GOVERNMENT

TITLE General Computer Systems Policy	APPROVAL DATE 4/10/1988
SECTION Computer Systems	REVISION DATE 12/20/2016

Purpose

The objective of Laramie County Computer Systems Policy is to preserve the integrity, confidentiality, and availability of information resources, while allowing employees to use the technology to further County objectives. All policies related to personal and business conduct apply to conduct while using County computer systems, especially, but not limited to, those that deal with intellectual property protection, privacy, misuse of County resources, discrimination, harassment, retaliation and acceptable conduct.

General Policy Statement

Computer resources are property of Laramie County and are to be protected from unauthorized access, modification, destruction or disclosure. Laramie County reserves the right to monitor computer systems and to read and copy all files or data contained on any computer or other electronic device, including e-mail messages and phone messages, at any time and with or without prior notice or permission. Employees may not expect privacy regarding any use of County computer or other electronic resources.

Violations of this policy will not be tolerated. Managers and supervisors are responsible for ensuring that department employees follow the provisions of this policy. Suspected misuse of Laramie County computer systems or violations of this policy should be reported to an individual's supervisor, Elected Official or Department Head, Information Technology Director, or Human Resources.