



LARAMIE COUNTY GOVERNMENT

TITLE Internet Access	APPROVAL DATE 07/01/2003
SECTION Computer Systems	REVISION DATE 12/20/2016

Access to the internet is granted to employees based solely on business need. Only Information Technology personnel may establish internet or other external network connections. Other connections may cause unauthorized access to County systems and information, and are prohibited.

Any unauthorized use of the internet is prohibited. Unauthorized uses include, but are not limited to, posting, viewing, downloading or otherwise receiving or transmitting offensive, defamatory, pornographic or sexually explicit material; engaging in computer “hacking” or other related activities; gambling online; or discussing County business on chat lines or message boards without proper authority.

Employees may not send or post information or technical data that is not in the public domain. Confidential, business sensitive, classified or proprietary County information shall not be transmitted over the Internet or e-mailed without appropriate approval and security measures in place.

Information posted, viewed or downloaded from the internet may be protected by copyright laws. Reproduction of protected information is permitted only if such reproduction is legal. In addition to potentially being subject to disciplinary action by the County, individuals unlawfully downloading materials or otherwise engaging in unauthorized use of the internet may be considered to have acted outside the scope of employment and be subject to personal liability and/or applicable criminal sanctions.

Each file downloaded from the internet must be checked for possible computer viruses. The virus-checking software on each County computer will ordinarily perform this check automatically. Each user should contact the I.T. Department before downloading any file if the user has questions about a potential virus or reason to believe that the file poses particular risks.