



LARAMIE COUNTY GOVERNMENT

TITLE Security	APPROVAL DATE 7/1/2003
SECTION Computer Systems	REVISION DATE 12/20/2016

Individual passwords for computers are confidential and may not be shared or posted. If a user's password is learned by someone else, it should be changed immediately. Each user will be responsible for activity performed using his/her User-ID and password. No user should attempt to obtain access to another user's documents without prior authorization from appropriate Elected Official or Department Head.

An active terminal should not be left unattended for any extended period, such as overnight or while the user is otherwise out of the office for several minutes. Please use password protected screen savers when needed.

Most propriety software licenses have legal restrictions prohibiting unauthorized use and copying. Each user is responsible for compliance with these legal restrictions. All software used on any County computer, including software available on the Internet, must be approved in advance by the I.T. Department. Only I.T. Department personnel may load software onto any County computer, connect any hardware or other equipment to any County computer, or move or change any County computer equipment. These functions may be performed by an individual user only with I.T. approval.

In order to safeguard and protect data and work files, these files should be stored on the network and not on the local ("C") drive. Files stored on the network are backed up nightly and can be recovered if lost. No backups are made of files stored locally on the C: drive and, should a hard disk crash, these could be permanently lost. It is each individual user's responsibility to ensure his/her own data files are protected.

Laramie County has installed a variety of measures to assure the safety and security of our networks. Any employee who attempts to disable, defeat, or circumvent any County security feature may be subject to disciplinary action, including termination of employment. Information passing through the County network to the public internet may be intercepted and/or monitored by the County. County systems monitor and record internet site visits, e-mail, telnet, file transfers and all other traffic out of and into the internal network. Laramie County reserves the right to use these systems to ensure compliance with this policy.