COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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COMPUTER AND NETWORK RESOURCE USAGE POLICIES AND STANDARDS GUIDE	A-19	1 of 3
	Date Adopted: 11/15/2005	Revised Date: 08/18/2009

BACKGROUND:

El Dorado County has an extensive communication infrastructure with network and computing resources for employee use. In addition, the County provides a large and continuously growing number of computer workstations, printers, peripherals, software, applications, training and supplies to all County Sites.

Two parts of the Policies and Standards Guide have been created: one applicable to general use by all County staff who use computer and related equipment, software and services in the course of their day-to-day work; and a supplement which is also applicable to designated departmental IT staff.

The purpose of the Policies and Standards Guide is to outline the acceptable use of computer equipment and networked resources throughout El Dorado County offices. These policies are necessary to protect the employees and County Government operations. Inappropriate use may expose El Dorado County to unacceptable risks including virus attacks, compromised network systems and services, and potential civil or criminal liability. The El Dorado County Board of Supervisors first approved the El Dorado County Computer and Network Resource Usage Policies and Standards Guide on December 14, 2004. Revisions were approved and adopted on November 15, 2005.

POLICY:

1. The Information Technologies (IT) Department is ultimately responsible for establishing standards for the overall management and administration of information technology based programs for the County. As part of this responsibility, IT will maintain a County-wide Computer and Network Resource Usage Policies and Standards guide and ensure that it is updated at least bi-annually. The Policies and Standards Guide will be prepared in concert with the Information Technology Steering Committee (ITSC) and submitted with recommendation(s) to the Board of Supervisors for approval. Individual departments are encouraged to develop their own Resource Usage Policies. IT will provide technical assistance and/or recommendations to the extent possible within the capability of available resources.

2. The two parts of the El Dorado County Computer and Network Resource Usage Policies and Standards Guide described above shall be incorporated by reference into this Board Policy.

3. IT, with the approval of ITSC, shall have the authority to make ministerial changes to the Policies and Standards Guide, Departmental IT Staff supplement, without the necessity to bring the entire policy to the Board of Supervisors for approval. Such changes shall include but be limited to changes to:

   - Section 1- Departmental Information Technology Standards and Guidelines; and
   - Section 2 – Departmental Information Technology County User Agreement (All County IT Positions).

Primary Department: Information Technologies

References: El Dorado County Computer and Network Resource Usage Policies and Standards Guide, General Use and the supplement which is also applicable to Departmental IT Staff