



### Policy 342.6 Internet Use

#### **INTEGRITY ♦ SERVICE ♦ PROFESSIONALISM ♦ VIGILANCE**

The purpose of the S.A.F.E. Bulletin is to promote and support best practices and exceptional law enforcement services free from prejudice or favor, with leadership, integrity, and respect.

Internet access is primarily for County business. You may access the Internet for limited personal use only during non-working time and in strict compliance with policy. If there is any doubt about whether an activity is appropriate, consult with your Department Head or his/her designee.

The Department will actively monitor use of the Internet, to ensure that anyone using Department access to the Internet does not engage in any unethical, illegal, or unacceptable activity. Examples of unethical, illegal or unacceptable activities include, but are not limited to:

- Activities outlined in the section "Prohibited Activities" within the latest Orange County's Information Technology Usage Policy.
- Seeking to gain or gaining unauthorized access to information resources.
- Gaining, communicating, or using passwords belonging to other users.
- Using the Internet to access, process, distribute, transmit or display inappropriate stored electronic media; obscene, libelous or defamatory material, or any material, the access to which might undermine the integrity of the Sheriff's Department. Certain exceptions may be permitted with the approval of a supervisor as a function of an assignment.
- Participating in "chat rooms".
- Running any type of public or unauthorized peer-to-peer network services, such as KaZaA, Gnutella, and Napster, etc.
- Using any type of public or instant messaging, such as Windows Live Messenger, Yahoo! Messenger, Skype, etc.
- Using the Internet web-based email or private email, such as Gmail, Hotmail and AOL.
- The use of "Netflix", "Hulu", "HBO Go", "Amazon Prime Video" (or the equivalent), or any other real-time streaming connections which occupies continuous bandwidth (resources) in the network.
- Downloading copyrighted media and/or unlicensed software program files.

The use of the Internet is a privilege, not a right. If a Member is found to have engaged in any unethical, illegal, unacceptable activities or violation of this policy, such activity will subject the user to discipline consistent with any applicable labor agreement or policy including revocation of rights to Internet access.

The Information Service Bureau reserves the right to block accesses which are determined to pose security threats or excessive loads to the information and network infrastructure.

