

to disclosure law, the Georgia Open Records Act, and the confidentiality/privacy provisions of Federal and State law. As a public record, management retains the right to inspect, copy, or retrieve any data on the computer system without prior approval of the employee. There should be no expectation of privacy when using the County Information System.

#### **Unacceptable and Unethical Uses of Electronic Access:**

- Seeking to gain unauthorized access to resources or “hacking” of any computer system.
- No communications are to be vulgar, profane, insulting, offensive, inflammatory, harassing, defamatory, or disruptive to another person’s ability to work. Communications constituting a violation of no harassment/ no discrimination policy are prohibited.
- Illegally downloading software could be a copyright infringement and is never appropriate.
- Alteration or destruction of the integrity of computer-based information.
- Compromising the privacy of users or confidentiality of data.
- Downloading and/or viewing of pornography.
- Playing computer games.
- Propagating chain letters for commercial purposes or in violation of the non-solicitation policy.
- Sending mass and unsolicited emails to County employees and/or citizens/customers/clients regarding any non-business matter, including but not limited to, “junk mails” or “spam e-mails.” Certain County sponsored charities are our exception. Please note that this rule does not include employee’s use of e-mail for statutorily protected communication during non-working time.
- Soliciting or selling non-County products or services in violation of the non-solicitation policy.
- Bulk downloading.

#### **Bring Your Own Device (Byod)**

This policy allows Irwin County employees to use personal devices for work-related tasks with prior authorization. While participation is voluntary, employees must understand that any work-related data—including texts and emails—is considered a public record under the **Georgia Open Records Act** and may be subject to legal disclosure. To maintain security, the IT Department requires the installation of **Mobile Device Management (MDM)** software to partition County data, which allows for a "selective wipe" of work information if the device is lost or employment ends.