

NEWAYGO COUNTY

Information Technology Resources Policy **For** **Townships and Cities**

This policy sets forth Newaygo County's policies with regards to information technology ("IT") resources, specifically ArcIMS as provided for use by Newaygo County Townships and Cities. This memorandum also sets forth the policies on the proper use of the IT resources systems. These policies do not constitute a contract. The County reserves the right to change them at any time.

I. **General Policy**

The IT resources are intended to assist in the efficient and effective day to day operations of County departments and agencies, including collaboration and exchange of information within and between County departments/agencies, other branches of government and outside contacts. These resources also provide public access to certain public information.

The IT resources system is to be used for County and Local Unit related purposes. The County treats all information stored through or stored in these as County information.

II. **Prohibited Uses of IT Resources**

As stated above, IT resources are to be used for County and Local Unit purposes. Notwithstanding the foregoing, the following uses of the IT resources system are strictly prohibited, and violation of these policies may result in discipline, up to and including immediate disconnection, fines and, where appropriate, civil and/or criminal liability. The list of prohibited uses of IT resources is for illustration purposes only and is not intended to be all-inclusive and individuals may be disciplined, or subject to civil or criminal liability for matters not listed below:

1. Any use of County-provided IT resources for illegal purposes or in support of such activities.
2. Any use of IT resources for commercial purposes, product advertisement or "for-profit" personal activity.
3. Any use for religious or political lobbying.
4. Duplicating, transmitting or using software which is not in compliance with software licensing agreements and/or unauthorized use of copyrighted materials or other person's original writings.

5. Wasting IT resources by, for example:
 - A. Placing a program in an endless loop;
 - B. Disrupting the use or performance of County-authorized IT resources or any other computer system or network;
 - C. Storing any information or software on County-provided IT resources which are not authorized by the Information Services Department.
6. Security violations including, but not limited to:
 - A. Accessing accounts within or outside the County's computers and communications facilities for which you are not authorized or do not have a business need;
 - B. Copying, disclosing, transferring, examining, renaming, or changing information or programs belonging to another user unless you are given express permission to do so by the person responsible for the information program;
 - C. Knowingly or inadvertently spreading computer viruses.
 - D. Transmitting confidential information without proper security and authority.

III. **Suggested Practices**

It is suggested that Township and City Users undertake the following practices with regards to the use of the County's IT resources.

1. **Passwords:** Persons authorized by the Township or City must use passwords as made available by the County IT resources system to protect against unauthorized access to files on which they are working. Passwords will contain a combination of letters and numbers and will be routinely changed by Information Services. Never disclose personal or system passwords to anyone other than authorized County representatives.

2. **Copyrighted Information:** Use of the computer system to copy and/or transmit software programs, documents or other information protected by copyright law is prohibited by federal law and may subject you and the County and Local Unit to civil and criminal penalties.

IV.

Use of The Information Services Department

You should contact the Information Services Department if:

1. You receive or obtain information to which you are not entitled;
2. You become aware of breaches of security;
3. You learn of inappropriate use of County-provided IT resources.

Please seek the advice of a person in the Information Services Department if you are in doubt concerning your authorization to access any particular IT resources. The Newaygo County Information Services Department can be reached by calling 231-689-7281.

To insure that users comply with these policies, the Information Services Department may conduct periodic audits of the IT system. Failure to comply with these policies may lead to disciplinary action.

Each Township or City shall review complaints or instances of unacceptable use brought to its attention. Violators are subject to corrective action and discipline, and may also be subject to civil prosecution or prosecution under state or federal statute.

Use of the Digitized Data or access thereto shall not be construed as creating a joint venture among such users and Newaygo County.

V.

Violation Sanctions

Violations will be reviewed and sanctions may be imposed by the GIS Committee. Sanctions may include but are not limited to:

- First Offense-60 day disconnection from ArcIMS
- Second Offense-90 day disconnection from ArcIMS
- Further offenses may result in the County Board of Commissioners ordering permanent disconnection from ArcIMS
- Appealing for reconnection to the Appeal Board
- Fee imposed for disconnecting and reconnecting to ArcIMS
- Pay per diem for the Appeal Board Members

The Appeal Board will consist of a committee of three persons appointed by the GIS Planning Committee Chair. The Appeal Board will be appointed at the time the appeal is received. The Appeal Board members would consist of two County Commissioners from an unassociated district and one staff person.

VI.
No Joint Venture

No joint venture is created by this Policy or use of the System described herein. Any party utilizing the system agrees and covenants that it will not sue Newaygo County, any department, or employee in connection with the system or use thereof. Such parties also agree to indemnify and defend Newaygo County if liability should be asserted against them due to the party's use of the System.

VII.
Newaygo County Digital Data License

Any City or township wishing to access the County's digital data, must approve and execute the license below:

This is a license issued this date, _____, from Newaygo County, Michigan ("County") to _____ ArcIMS User for the City, Township or Government Agency _____, ("Recipient").

At significant expense, the County has developed certain "Digitized Data," as described more specifically below. The parties wish to facilitate the Recipient's use of the Digitized Data for their projects within the County, while protecting the County's proprietary interests.

Description of Digitized Data: Entire Newaygo County GIS Database made available through ArcIMS

Revocable at its will, the County licenses the Recipient to utilize the Digitized Data for their projects.

The Recipient agrees to keep the Digitized Data confidential, and to utilize such Data in strict conformance to the terms of the County's policy described above, and this license. The Recipient recognizes that there is no warranty that this information is accurate and agrees to use it at its exclusive risk.

The intent of this agreement is to emphasize to the Recipient that the data being provided is exclusively for the Township and Local Unit use only, and strict adherence to the terms of this license and policy is required.

The Digitized Data remains the property of Newaygo County, and any Freedom of Information Act Request for this data will be referred to Newaygo County for response. The Digitized Data may not be released, sold, or reproduced, nor a sublicense granted therein, except as expressly granted by the County in writing. Further, in any reproduction or republication, the party agrees that it will note Newaygo County's proprietary rights in such data through use of the copyrighted sign and words "Property of Newaygo County."

Further, the Local Unit agrees that it will defend and indemnify Newaygo County in the event that the latter faces any liability claim as a result of the Local Unit's use of the Digitized Data.

Date: _____

Newaygo County

ArcIMS User

City, Township or Government Agency

ArcIMS User Contact Information:

E-mail Address _____

Phone Number _____

Address _____
