20/08 Use of Unit Computers

Subject: Use of Unit Computers

Central Supply & Logistics Warehouse has several computer systems designed to increase our productivity and quality. Although unit personnel are strongly encouraged to make use of the equipment, there are certain rules and procedures that must be followed.

1.   Department programs on the system are copyrighted and no one has permission to copy them or use them elsewhere; nor should anyone add unauthorized software to County owned systems.

2.   The majority of the computer files are critical to the operation of the system and must not be altered, examined, viewed, or changed under any circumstances.

3.   If you experience a problem with your computer such as accessing programs/files or saving documents, stop immediately, write down whatever information is on the monitor, turn off the system, and most important, leave a note or immediately notify the system administrator.

4.   Department computer systems are not to be used for personal reasons or projects.

5.   All data contained in County owned computers is the property of the County and is not to be divulged and/or given to anyone for personal use.