

**RESOLUTION 2001-164**

**RESCINDED 10-28-13**

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RESOLUTION 2001 - 164

A RESOLUTION ESTABLISHING A POLICY FOR ALL EMPLOYEES OF THE BOARD OF COUNTY COMMISSIONERS FOR THE USE OF COMPUTERS AND ELECTRONIC MAIL.

WHEREAS, the Board of County Commissioners has found it necessary and prudent to establish a policy for all employees of the Board regarding the use of computers and electronic mail (e-mail).

NOW, THEREFORE, BE IT RESOLVED this 19th day of November, 2001, by the Board of County Commissioners of Nassau County, Florida, that a policy be established for the use of computers and electronic mail (e-mail) as follows:

1. All computers utilized by County employees may be monitored to insure:

- a. Accuracy of the systems
- b. Quality control
- c. Adherence to County policies

2. E-mails may be utilized for County business only. E-mails are strictly prohibited for personal non-County business use. All computers are subject to monitoring to insure adherence to County policy.

3. The use of computers for personal use is strictly prohibited. Personal use is any non-County related use.

4. Passwords, if approved and utilized, are only for system identification and quality control and are not personal to insure the employee's personal use of the computer. Additionally, passwords will be on file with the County Coordinator or his designee.

5. Any and all information on any computer or disk is public information, subject to the exceptions in Florida Statutes, Chapter 119.

6. County personnel may be the only individuals authorized to use the computers and to obtain data and information, but no County employee has the right or expectation of privacy as to the computers or data on each computer or disk.

7. The downloading of materials containing sexual content is strictly prohibited and may result in termination.

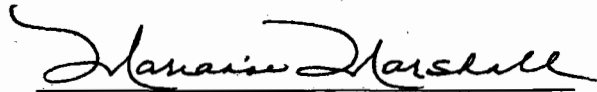
8. A violation of any portion of this policy may result in disciplinary action, which may include termination.

9. Each employee shall sign a statement indicating receipt of this policy and, further, indicating their understanding of the policy.

10. This policy shall become effective upon its

execution by the Chairman.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA



MARIANNE MARSHALL  
Its: Chairman

ATTEST:



J. M. "CHIP" OXLEY, JR.  
Its: Ex-Officio Clerk

Approved as to form by the  
Nassau County Attorney



MICHAEL S. MOLEIN

h/anne/res/computer-policy

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**NASSAU COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
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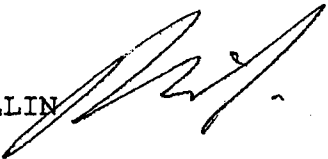
Dist. No. 1 Fernandina Beach  
Dist. No. 2 Fernandina Beach  
Dist. No. 3 Yulee  
Dist. No. 4 Hilliard  
Dist. No. 5 Callahan

JOSEPH M. "Chip" OXLEY, JR.  
Ex-Officio Clerk

MICHAEL S. MULLIN  
County Attorney

WALTER D. GOSSETT  
County Coordinator

M E M O R A N D U M

TO: WALT GOSSETT  
FROM: MICHAEL S. MULLIN   
SUBJECT: COMPUTER/E-MAIL POLICY  
DATE: October 29, 2001

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Enclosed is a copy of the draft Resolution regarding the County's policy for the use of computers and e-mail.

Please place this on the Board's agenda under my business for the November 19, 2001, agenda.

/am

Enclosure