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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 023**  
**EFFECTIVE DATE: 12-15-09**  
**REVISED: 04/17/18 – 01/13/2020**  
**AUTHORITY: BOC**  
**COUNTY MANAGER: AO**

**SUBJECT: MISUSE AND ABUSE OF INFORMATION TECHNOLOGY RESOURCES**

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- I. PURPOSE/POLICY:** Reporting and fair resolution of claims of abuse or misuse of technology resources are integral to maintaining a safe technological environment in which county work is performed. Storey County will handle misuse and abuse of information technology resources in accordance with county policy, ordinances, memoranda of use and all other written documentation by individual departments and as approved by commissioners. Violations of this policy by any employee may lead to disciplinary action, up to and including termination and/or appropriate legal action.
- II. PROCEDURE:**
- A. Accessing adult content websites, social media, and other adult content media is strictly prohibited.
  - B. Instant Messaging or IM, and accessing social media, except as related to county business, are also prohibited unless specifically authorized by the department head or supervisor.
  - C. Streaming audio or video from sites like XM Radio, Sirius, Pandora, Facebook, and YouTube is prohibited, unless specifically authorized by the department head and IT Director, and subject to authorization by the County Manager or Administrative Officer.
  - D. Physical abuse of computer hardware, such as smacking, hitting, dropping, throwing or kicking is prohibited.
  - E. Copying, distributing, or removal of software or information from Storey County computers is **STRICTLY** prohibited unless specific and documented authorization is provided by the elected official, department head, and IT Director. The regular creation and deletion of working documents, emails, or other non-critical business data is not applicable.
- III. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis or as needed by the Information Technology Director and Administrative Officer or HR Director.