
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 025
EFFECTIVE DATE: 12-15-09
REVISED: 04/17/18 – 01/13/2020
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: EXCESSIVE USE OF INFORMATION TECHNOLOGY RESOURCES

- I. PURPOSE/POLICY:** Excessive use of information technology resources by a particular user, or for a particular activity, reduces the amount of resource available to satisfy the needs of other users. Excessive use may degrade or jeopardize system functionality, and can result in significant costs to the county. It is important to allocate information technology resources in such a way that prioritizes uses that directly serve the county mission, avoids or eliminates service degradation, and enables the most effective overall use of county information technology resources.

Excessive use of county information technology resources, especially when it impedes the mission-related activities of other users, or adversely affects system safety, availability or performance, must cease or be reduced to an appropriate level. The Storey County Manager or Administrative Officer and IT Department will work with users and relevant administrators to identify, assess, and address issues of excessive use of resources, and to allocate information technology resources. The process will work in such a way that prioritizes uses that directly serve the county mission, avoids or eliminates service degradation, and enables the most effective overall use of county information technology resources.

II. PROCEDURE:

A. Any streaming services that consume large amounts of bandwidth and/or reduce the efficiency or safety of the network are prohibited. Legitimate uses for training, conference calls, or vendor demonstrations are allowed.

B. Uploading or downloading files from peer-to-peer networks, or for personal use is prohibited at all times.

C. Storing large amounts of personal files or software on county computers is prohibited. Large amounts of files or software like personal pictures, MP3 files, or program installers that are personally owned may consume resources on the computer workstation that is reserved for normal operation. Exceeding 500 MB of space for personal use would be considered excessive.

- 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.