

City of Casper-Natrona County Health Department

Subject: Computer Policy

Purpose: To Maintain the integrity of the Department Computer System

Policy:

COMPUTER POLICY

The Department has contracted with a Network Systems Manager. In order to maximize efficiency of the Network System's time, the following procedures **must** be utilized:

NETWORK SYSTEM

A. Computer Issues:

1. If problem occurs, notify Division Director and/or Administration.
2. If error message occurs, make a notation of error and notify as in #1.
3. Administration will communicate appropriately to Network System Manager.

B. Updates in Software:

1. Loading software is the sole responsibility of the Network Systems Manager and should not be attempted by staff
2. Server software must be stored in Administration.

C. Security:

1. Users are issued a Log in Name and Passcode by the Systems Manager.
2. Pass codes must be changed periodically by staff.
3. E-Mail accounts will be provided for staff, as needed.
4. Department sponsored blogs, Facebook, My Space, Twitter, etc., must be pre-approved by the Division Director, IT System Manager and Department Director. Monitoring to be on-going by Division Director and IT System Manager.
5. Personal blogs, Facebook, My Space, Twitter, etc. are not permitted within the Department.

Adopted: June 25, 2002

Revised: December 2004

Revised: June 2009

Department Director: _____

Date: _____

