Butler County Non-Employee Information Technology Usage Agreement

Anyone who is not a Butler County employee who will access Butler County information technology in the course of their work for Butler County ("Non-employee personnel") is required to sign this document before accessing any Butler County information technology. "Information technology" includes any computer, network, Internet access, electronic mail systems, facsimile devices, or other electronic devices and systems used by Butler County.

1. Non-employee personnel have no expectation of privacy in any electronic communications, use of Butler County property, or Internet access. Butler County reserves the right to review, audit, or monitor any information technology used by non-employee personnel.
2. Non-employee personnel shall use only accounts authorized by the Butler County Information Technology Department (BCITD).
3. Non-employee personnel may access only those resources for which they are specifically authorized.
4. Non-employee personnel are personally responsible for safeguarding their account and log-on information. Passwords shall adhere to the following.
   a. Passwords shall remain confidential.
   b. Passwords shall be changed at least every 90 days.
   c. Passwords shall be at least six characters long.
   d. Passwords shall contain characters from at least three of the following four classes: (i) English upper case letters, *A, B*, (ii) English lower case letters, *a, b*, (iii) Westernized Arabic numerals, *0,1,2*, and (iv) Non-alphanumeric ("special characters") such as punctuation symbols.
   e. Passwords shall not contain your user name or any part of your full name.
   f. Passwords shall never be displayed, printed, or otherwise recorded in an unsecured manner.
5. Non-employee personnel are not permitted to script their user IDs and/or passwords for log-on access.
6. Non-employee personnel are not permitted to allow another person to log-on to any computer utilizing their, if provided, personal account, nor are they permitted to utilize someone else's account to log-on to a computer. Authorized system or service accounts may be used by multiple authorized people.
7. Non-employee personnel may not leave their workstation logged onto the network while away from their area. Non-employee personnel may elect to lock the workstation rather than logging off when leaving for very short time periods.
8. Non-employee personnel cannot load software on any county computer. Any software required by the non-employee personnel must be approved and installed by the BCITD.
9. Non-employee personnel shall execute only applications that pertain to their specific contract work.
10. Non-employee personnel shall promptly report log-on problems or any other computer errors to the Helpdesk (724-284-5140).
11. Non-employee personnel shall promptly notify the BCITD if they have any reason to suspect a breach of security or potential breach of security.
12. Non-employee personnel shall promptly report anything that they deem to be a security loophole or weakness in the computer network to the BCITD.
13. Non-employee personnel shall not install or use any type of encryption device or software on any Butler County hardware, which has not been approved in writing in advance by the BCITD.
14. Non-employee personnel shall not attach any device to the Butler County network or a computer connected to the Butler County network without prior written approval from the BCITD.
15. Non-employee personnel may not remove any computer hardware, data or software from a Butler County building for any reason, without prior written approval from the Butler County I.T. Director.
16. Non-employee personnel shall not delete, disable, or bypass any authorized encryption device, or anti-virus or other software program, installed on Butler County hardware.
17. Non-employee personnel shall not attach any network or phone cables to any Butler County device without written approval from the Butler County I.T. Director.
18. Non-employee personnel may not copy any data and/or software from any Butler County resource for personal use.
19. Non-employee personnel may not utilize Butler County computer systems or networks for any of the following reasons:
   a. Game playing;
   b. Internet surfing not required for their work activity;
   c. Non-related work activity; or
   d. Any illegal activity.
   e. Downloading of files from non-County resources. If files are needed for your work, contact the BCITD.
20. Non-employee personnel are prohibited from intercepting or monitoring network traffic by any means, including the use of network sniffers, unless authorized in writing in advance by the BUTLER COUNTY I.T. DIRECTOR.
21. Non-employee personnel may not give out any Butler County computer information to anyone. Exception: other non-employee personnel needing the information to complete authorized tasks and who have signed this agreement. Information includes but is not limited to: IP addresses, security configurations, etc.
22. All data storage media shall be erased or destroyed prior to disposal.
23. Non-employee personnel may not remove, modify, erase, destroy or delete any computer software without the written approval in advance of the BUTLER COUNTY I.T. DIRECTOR.
24. Non-employee personnel shall not attempt to obtain or distribute Butler County system or user passwords.
25. Non-employee personnel shall not attempt to obtain or distribute door passcodes / passkeys to secured rooms at any Butler County facility for which they are not authorized.
26. All equipment issued to non-employee personnel will be returned in good condition to Butler County upon termination of the Butler County/non-employee Personnel relationship.
27. Non-employee personnel may not use Butler County information technology to send or receive threatening, obscene, abusive, sexually explicit language or pictures.
28. Non-employee personnel are prohibited from causing Butler County to break copyright laws.
29. Use by non-employee personnel of any Butler County information technology will acknowledge acceptance of the above-referenced policies. Any non-employee who violates any of these policies shall be subject to disciplinary action, including total removal from the Butler County project as well as being subject to Pennsylvania civil and criminal liability. Disciplinary action may include Butler County requesting the non-employee be considered for demotion, suspension and termination.

_____   _____   _____
Non-employee personnel <u>signature</u>   Date   Company/Agency name   (Print)

_____   _____
Non-employee personnel <u>name</u>   (Print)   Purpose   (*State the reason you are signing this form*)

_____   _____
Non-employee personnel <u>phone number</u>   Butler County Sponsor & <u>phone number</u>   (*Print employee name and department*)

Revision Date: 08/30/05