

**COBB COUNTY BOARD OF COMMISSIONERS  
INTERNET ACCESS AUTHORIZATION FORM**

It is the policy of the Cobb County Board of Commissioners to encourage effective and efficient use of all County equipment for the completion of County business. This includes the use of the Internet by authorized County employees for purposes related to their assigned duties.

The Internet is a global electronic network containing many information resources. The Internet and its available resources contain a wide variety of material and opinions from diverse points of view. Cobb County has no control over the content of the Internet, and cannot be responsible for the same.

Cobb County provides Internet access to authorized employees for business use. County employees should be aware that electronic records and communications stored on or transmitted to/from County owned equipment are not private. Cobb County may monitor equipment and/or data communications facilities at any time, without notice, in order to ensure compliance with policy and all applicable laws. Transmission of any material in violation of any federal, state or local laws or regulations is prohibited. Elected Officials and Department Heads are responsible for requesting authorization and monitoring Internet usage by their employees.

County employees must use their access to the Internet in a responsible and informed manner conforming to network etiquette, customs and courtesies. Use of the Internet encompasses many different interconnected networks and computer systems. Each system has its own rules and limitations, and guests on these systems have an obligation to learn and abide by the rules. Access to the Internet by County employees is a privilege, which may be revoked at any time for inappropriate conduct. Note that County employees accessing the Internet inappropriately are subject to disciplinary action. Examples of inappropriate use of the Internet (some of which may also have legal consequences) include, but are not limited to, the following:

- Use of the Internet for unlawful activities
- Use of abusive or objectionable language in either public or private messages
- Misrepresentation of one's self or the County
- Any activities that could cause congestion and/or disruption of networks and systems
- Violation of copyright laws
- Use of the Internet for commercial (other than County business) and/or political purposes
- Originating or forwarding spam, malware or viruses
- Visiting pornographic or adult websites
- Use of the Internet for personal purposes during business hours

All employees requesting approval for Internet access must sign the following statement and obtain the signature of the appropriate Elected Official or Department Head.

This is to acknowledge that I have received a copy of the Cobb County Electronic Communications and Security Policy and the Information Services Department's Information Technology Security Standards, and that I have read and understand them. By signing below, I agree to abide by the County Policy and Information Technology Security Standards.

Employee Name \_\_\_\_\_  
(Please print)

Department \_\_\_\_\_

Signature \_\_\_\_\_

Department Approval \_\_\_\_\_  
(Signature of Elected Official or Department Head)

Date \_\_\_\_\_

Date \_\_\_\_\_