



# Geauga County Automatic Data Processing Board (ADP)

231 Main Street – Courthouse Annex  
Chardon, Ohio 44024-1293  
Help Desk Phone: (440) 285-2222 Ext. 4357  
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## USER ACCESS REQUISITION FORM

### USER FORM TYPE:

- NEW USER – HIRE DATE: \_\_\_/\_\_\_/\_\_\_     MODIFY USER/NAME CHANGE     USER TERM – TERM DATE: \_\_\_/\_\_\_/\_\_\_     SERVICE ACCOUNT  
(ADD/REMOVE EXISTING ACCESS)    (EMPLOYEE RESIGNED/RETIRED/TERMINATED)    (IT USE ONLY)
- NEW USER – VENDOR/CONTRACTOR/CONTRACTED EMPLOYEE ACCESS – START DATE: \_\_\_/\_\_\_/\_\_\_

EMPLOYEE NAME:		TITLE:
DEPARTMENT/AGENCY:	OFFICE PHONE #:	CELL PHONE #:

### \*FOR CURRENT USERS ONLY\*

E-MAIL ADDRESS: \_\_\_\_\_

### TYPE OF ACCESS

<input type="checkbox"/> COURTVIEW <input type="checkbox"/> COMPLEAS/JUVI ACCESS <input type="checkbox"/> MUNICOURT ACCESS <input type="checkbox"/> E-MAIL <input type="checkbox"/> INTERNET <input type="checkbox"/> VOICEMAIL <input type="checkbox"/> VPN ACCESS <input type="checkbox"/> GATEKEEPER <input type="checkbox"/> NEW GATEKEEPER <input type="checkbox"/> USE EXISTING GATEKEEPER SERIAL NUMBER: _____	<input type="checkbox"/> ISSG APPR: _____ <input type="checkbox"/> VENDOR/ CONTRACTOR ACCESS <small>(ONLY CHECK IF USER FORM TYPE IS NEW USER - VENDOR ACCESS)</small> <input type="checkbox"/> ISSG – MODEL AFTER: _____ <input type="checkbox"/> LEADS <input type="checkbox"/> SPILLMAN ACCESS <input type="checkbox"/> OTHER: _____ _____	<input type="checkbox"/> NWS* APPR: _____ <input type="checkbox"/> FINANCIALS <input type="checkbox"/> HR <input type="checkbox"/> PERMIT <input type="checkbox"/> WATER RESOURCES <input type="checkbox"/> VENDOR/CONTRACTOR ACCESS <small>(ONLY CHECK IF USER FORM TYPE IS NEW USER - VENDOR ACCESS)</small> <b>*SECURITY PRIVILEGES ON REVERSE*</b> <input type="checkbox"/> NWS – MODEL AFTER: _____ _____	<input type="checkbox"/> MICROSOFT 365 <input type="checkbox"/> LICENSE PURCHASE <b>*LICENSE DESCRIPTIONS ON REVERSE*</b> <input type="checkbox"/> G1 <input type="checkbox"/> G3 <input type="checkbox"/> G5 <input type="checkbox"/> LICENSE TRANSFER <b>TRANSFER FROM:</b> _____ <input type="checkbox"/> USE NEXT AVAILABLE LICENSE FROM DEPARTMENT POOL <input type="checkbox"/> KEYCARD <small>(ONLY CHECK IF ADP DESIGNS DEPARTMENT KEYCARDS)</small> <input type="checkbox"/> NEW USER PICTURE <input type="checkbox"/> USE EXISTING PICTURE ON FILE
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### \*FOR INTERNAL USE ONLY\*

NEW E-MAIL ADDRESS: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign below to verify that this employee has received a copy of ADP Policy 28-22-022, Geauga County Computer Acceptable Use Policy.

**\*FOR NEW USERS ONLY\* - EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Internet, electronic mail (hereafter E-Mail), and online services can increase the productivity of the County Office employees. As is true with all Geauga County Office resources available to employees, there is a potential for misuse and abuse. Geauga County Employees shall avoid violating any federal, state, or local laws and adhere to the guidelines put forth by department heads for their use of these resources, which includes, but is not limited to, Internet, E-Mail, and online services.

Precaution should be taken when using E-Mail and online services, such as not opening **E-Mail and/or E-Mail attachments from an unfamiliar source** and refraining from downloading any executable versions of programs and the like. This will help reduce the possibility of damage to PCs and downtime caused by storage hogs or viruses.

**All Geauga County Office employees are hereby notified that all Internet and E-Mail activity is considered public record and will be monitored and logged for the purpose of review for compliance.**

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\*EMPLOYEE MUST SIGN ON THE ABOVE LINE FOR NEW USER/USER MODIFICATION/USER TERMINATION FORMS. IF THE EMPLOYEE IS NOT PRESENT TO SIGN FOR THE USER TERMINATION FORM, THE ELECTED OFFICIAL/DEPARTMENTAL SUPERVISOR MUST INITIAL, DATE, AND WRITE, "THE EMPLOYEE HAS LEFT BEFORE ABLE TO SIGN", ON THE ABOVE EMPLOYEE SIGNATURE LINE\***

**ELECTED OFFICIAL/DEPARTMENTAL SUPERVISOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### DATA CENTER USE ONLY:

Date Received & By: \_\_\_\_\_ SD#: \_\_\_\_\_ ADP Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## NWS SECURITY PRIVILEGES

- |  |  |
|--|--|
| <input type="checkbox"/> Bank Reconciliation         | <input type="checkbox"/> Invoice Auditor             |
| <input type="checkbox"/> Benefits Admin              | <input type="checkbox"/> Invoice BOCC                |
| <input type="checkbox"/> Budget                      | <input type="checkbox"/> Invoice Clerk               |
| <input type="checkbox"/> COBRA Processing            | <input type="checkbox"/> Invoice Supervisor          |
| <input type="checkbox"/> Code Table Maintenance      | <input type="checkbox"/> Journal Processing          |
| <input type="checkbox"/> Department Inquiry          | <input type="checkbox"/> License Admin               |
| <input type="checkbox"/> Encumbrance Auditor         | <input type="checkbox"/> License Processing          |
| <input type="checkbox"/> Encumbrance BOCC            | <input type="checkbox"/> Parcel Admin                |
| <input type="checkbox"/> Encumbrance Clerk           | <input type="checkbox"/> Parcel View/Use             |
| <input type="checkbox"/> Encumbrance Supervisor      | <input type="checkbox"/> Payment Processing          |
| <input type="checkbox"/> FM Inquiry                  | <input type="checkbox"/> Permit Admin                |
| <input type="checkbox"/> Fund Accounting             | <input type="checkbox"/> Permit Processing           |
| <input type="checkbox"/> Maintenance                 | <input type="checkbox"/> Project Accounting Inquiry  |
| <input type="checkbox"/> HR – Department Hours Entry | <input type="checkbox"/> Project Journals Clerk      |
| <input type="checkbox"/> HR – Employee Maintenance   | <input type="checkbox"/> Project Journals Supervisor |
| <input type="checkbox"/> HR – Payroll Manager        | <input type="checkbox"/> Revenue Collections         |
| <input type="checkbox"/> HR – Setup                  | <input type="checkbox"/> Utilities Supervisor        |
| <input type="checkbox"/> Inspection Admin            | <input type="checkbox"/> Vendor Inquiry              |
| <input type="checkbox"/> Inspection Processing       | <input type="checkbox"/> Vendor Maintenance          |

## MICROSOFT 365 LICENSE DESCRIPTIONS

### Microsoft 365 Government G1

All the features of Exchange Online Government Plan 1 plus cloud file storage and sharing, online meetings, and instant messaging. HD videoconferencing, intranet and team sites, and other services.

### Microsoft 365 Government G3

All the features of Microsoft 365 Government Community G1 plus Office desktop applications, personalized search and discovery, self-service business intelligence, enterprise management of apps, eDiscovery tools, hosted voicemail with auto-attendant capabilities, and other services.


### Microsoft 365 Government G5


All the features of Microsoft 365 Government Community G3 plus unified communications with Skype for Business Server, advanced eDiscovery with predictive coding and text analytics, Microsoft 365 Advanced Threat Protection, personal and organization analytics, PSTN conferencing, and other services.


**Office applications**


(Not included)

**Services included**


  
Exchange


  
OneDrive


  
SharePoint


  
Teams


**Office applications included**


  
Word

  
Excel


  
PowerPoint


  
Outlook


  
Publisher  
(PC only)


  
Access  
(PC only)

**Services included**

  
Exchange

  
OneDrive

  
SharePoint

  
Teams

**Office applications included**

  
Word

  
Excel


  
PowerPoint

  
Outlook

  
Publisher  
(PC only)

  
Access  
(PC only)

**Services included**

  
Exchange

  
OneDrive

  
SharePoint

  
Teams



# Geauga County Automatic Data Processing Board

## Department of Information Technology

Charles E. Walder, Chief Administrator

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## Geauga County Computer Acceptable Use Policy

### Sec. 1.0- Applies To

1. Geauga County end users, employees, vendors, contractors, or affiliated entities that use computers, servers, telephones, voicemail, fax machines, software, Electronic Mail (E-Mail), or other related systems under the management of ADP.

### Responsible Office

Geauga County ADP Department of Information Technology

**Classification Level: Public**

### Sec. 2.0- Policy

Issued: 11/17/2022

Revised: 12/06/2022

Reviewed: 11/17/2022

Any employee using the County Internet, social media sites, Electronic Mail (E-Mail), online services, resources, and voicemail system understands that they have no expectation or right to privacy in their information, and that they will be held accountable for their use and misuse.

Internet, Social Media Sites, E-Mail, Voicemail, and Computer Software access and usage can provide significant performance benefits to our County and the clients we serve. However, there is also significant legal, security, and productivity issues related to use. Use of these systems constitutes consent to monitoring for these purposes.

### Sec. 3.0- Purpose of the Policy

The purpose of this policy is to provide staff guidelines on Internet, E-Mail, and Computer Software usage and access which will assist them in the performance of their job duties and responsibilities.



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### Sec. 4.0- Authority

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The Geauga County Department of Information Technology provides technology services to the County agencies and other County customers in Geauga County, its sixteen townships, and municipalities in Northeast Ohio. Our services include hosting, network, telecommunications, desktop computing, project management services, unified communications such as email, calendaring, team collaboration, and information security management.

The Department operates under the leadership of the County Auditor, Mr. Chuck Walder who also serves as the Chief Administrator of the Automatic Data Processing Board. The County Auditor's Office is created by State Statute. As such, the County Auditor is independently elected by the voters within the County and the County Auditor is governed by the laws of the State of Ohio, which have been approved by the Ohio Legislature and Ohio's Governor.

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### Sec. 5.0- Applicability

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This policy applies to all County team members performing official functions related to the management and use of communications in delivery of Geauga County services and its mission. All processes, procedures and methodologies referenced are to be performed on behalf of the Geauga County, and/or any County agency/entity that receives IT services. In addition, this policy applies to any providers and third-party entities with access to the County institutional data, networks, and applications.

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### Sec. 6.0- Policy and Procedure

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#### Sec. 6.1 – General Guidelines for Computer Usage

These guidelines have been developed to protect the interest of each employee as well as each client of Geauga County:

1. County computers and time on the job are reserved for County-related business as approved by the Department Director, Supervisor, or authorized designee.
2. Electronic records created or stored on County computers constitute a record which may be subject to disclosure under the open record act or laws of the State of Ohio. Electronic records are available to the employer for inspection at any time.
3. The County reserves the right to monitor, prohibit, restrict, block, suspend, terminate, delete, or discontinue an employee's access to any social media site at any time without notice and for any reason at its sole discretion.
4. Computer network system accounts and passwords shall not be shared with other staff or the public (except with the Department Director or their designee). The user assigned to a password/log-on ID shall be responsible for all activity under their User ID.
5. Eavesdropping on transmissions (which might include sensitive data, passwords, or correspondence), or breaching data security, confidentiality, or licensing and intellectual property rights is forbidden.



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### Sec. 6.2 – Internet Guidelines

The appropriate use of the Internet is limited to the official work of the County. The Internet is to be used in a manner consistent with the administrative, instruction, and research objectives of the Department or Agency.

Examples of inappropriate use of the Internet include, but are not limited to the following:

1. Using employer Internet, Social Media Sites, and E-Mail to harass, discriminate, defame, intimidate, or disparage the employer or any of its employees.
2. Knowingly harassing co-workers or members of the public, sexually or otherwise.
3. Distribution of advertising, chain letters, or to propagate a computer worm or virus.
4. An attempt to make unauthorized entry into another network.
5. Installation or downloading of software onto a disk or network computer without specific written authorization from the Department Director or their designee.
6. Failure to observe a copyright.
7. Providing information that might compromise the safety and security of a public building or activities.
8. Conducting business that is illegal or against County policy or contrary to the County's interest and conducting own business or that of another business entity.
9. Accessing or transmitting lewd, offensive, distasteful, or obscene material.
10. Transferring sensitive county data to external disk or other medium without specific written authorization from the Department Director or their designee.
11. Connecting personal devices such as cell phones, flash drives, external disks or other medium without prior written authorization from the Department Director or their designee.

Network services and World Wide Web (Internet) sites can and will be monitored for access and usage.

Social media is any form of online publication or presence that allows employees and citizens to engage in a multi-directional conversation in or around the content on an Internet based application, including but not limited to forums, message boards, blogs, chat rooms, wikis, listservs and podcasts, Google, Facebook, LinkedIn, Twitter, and YouTube.

Employees may access the Internet for non-work-related activities per these guidelines during scheduled lunch hours, before and after regular work hours, and during other non-paid time with specific approval by their Department Director, Supervisor, or Authorized Designee.

### Sec. 6.3 – Electronic Mail Guidelines

All communications sent by employees via E-Mail must be consistent with the professional, administrative, instructional, and research objectives of the County. E-Mail messages are identifiable and attributable to the County and the Department or Agency.



# Geauga County Automatic Data Processing Board

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Examples of Inappropriate use of E-Mail include, but are not limited to:

1. Knowingly harassing co-workers or members of the public, sexually or otherwise.
2. Advertisements to or solicitations from co-workers, friends, or relatives.
3. Sending or receiving lewd or obscene materials.
4. Sending or receiving jokes or cartoons (lewd or otherwise)
5. Sending, receiving, or downloading recreational games or greeting cards.

Employees should not assume electronic communications are private and confidential and should transmit highly sensitive information in other ways.

All information stored on agency/state computer systems, including E-Mail, may constitute a public record and may be subject to inspection by the public.

### **Sec. 6.4 – Software Applications**

Computer software applications are a primary source of electronic viruses. They also consume part of the limited storage available on County servers and personal computers. The installation or downloading of computer software applications is prohibited without specific, written authorization from the Department Director or their designee.

This includes but is not limited to:

1. Screen Savers, Wallpaper and Border Applications
2. ANY recreational games
3. Downloading software from the Internet, a disk or other device, or an E-Mail communication

For further information regarding software approvals and applications, please refer to current software approval guidelines.

### **Sec. 6.5 – County Social Media Websites**

Social media websites may be maintained by the County as a way to facilitate two-way communications with the community. The Appointing Authority shall monitor the contents and provide proper training for responsible in-house staff and contractors.

All official County presences on social media or services are considered an extension of the County's information networks and are governed by this policy. Employees representing the County via social media outlets must conduct themselves at all times as representatives of the County and shall not use the County social media connection to develop a personal contact.

### **Sec. 6.6 – Verification of Receipt of Geauga County Computer Acceptable Use Policy**

Acknowledgement of the receipt of this policy is to be signed on the County User Access Requisition Form.



# Geauga County Automatic Data Processing Board

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### Sec. 7.0 Policy Compliance

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- A. The Geauga County ADP Department of Information Technology will verify compliance to this policy through various methods including but not limited to periodic walk-throughs, video monitoring, business tool reports, and audits.
- B. Non-Compliance
  - 1. Improper use of these resources is subject to discipline up to and including termination. Communications and use of the County's telephones, voicemail, fax machines, computers, software, E-Mail, and other related systems will be held to the same standards as all other communications, including compliance with our Non-Harassment Policy.

If necessary, the County will advise appropriate legal authorities of any illegal activities.