



## **CELL PHONE USAGE**

Hopkins County determines on a case by case basis the need for county provided cell phones. County cell phones are to be used for business purposes only.

Hopkins County strongly discourages the use of any cell phone while operating any vehicle. Employees should plan calls to allow placement of calls either prior to traveling or while on rest breaks.

Hopkins County bans all employees from texting while operating any county owned vehicle. County employees who are driving their own personal vehicle are also banned from texting while driving on county business. Federal law prohibits any CDL driver operating any vehicle over 10,000 GWR from texting with fines and penalties, up to including loss of CDL.

Employees in possession of a Hopkins County owned cellular phone are required to take appropriate precautions to prevent theft and vandalism.

The use of Social Media, including but not limited to TikTok, Twitter, Facebook, Instagram, LinkedIn, YouTube, and MySpace, is prohibited on County owned devices and equipment, unless it is work related.

Each department may set their own rules and regulations regarding personal cell phone usage while at work.

## **COMPUTER AND INTERNET USAGE**

The use of Hopkins County information systems, including computers, fax machines, smart phones, tablet computers and all forms of Internet/Intranet access, is for Hopkins County business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in any expense to the County.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the County's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Hopkins County computers, networks, and Internet access is a privilege granted by department heads and may be revoked at any time for inappropriate conduct carried out on such systems. Improper use may result in discipline up to and including termination. The use of Social Media, including but not limited to TikTok, Twitter, Facebook, Instagram, LinkedIn, YouTube, and MySpace, is prohibited on County owned devices and equipment, unless it is work related.

## **SOCIAL MEDIA**

For purposes of this policy "social media" includes, but is not limited to, online forums, blogs and social networking sites, such as Tik Tok, Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Hopkins County recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if: it interferes with the employee's work; is used to harass supervisors, co-workers, customers or vendors; creates a hostile work environment; or harms the goodwill and reputation of Hopkins County among the community at large.

Hopkins County encourages employees to use social media within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned above.

Where no policy or guideline exists, employees are expected to use their best judgment and take the most prudent action possible. If you are uncertain about the appropriateness of a social media posting, check with your manager or supervisor.

- If your posts on social media mention Hopkins County, make clear that you are an employee of Hopkins County and that the views posted are yours alone and do not represent the views of Hopkins County.
- Do not mention Hopkins County supervisors, employees, customers or vendors without their express consent.
- Do not pick fights. If you see a misrepresentation about Hopkins County, respond respectfully with factual information, not inflammatory comments.
- Remember, you are responsible for what you write or present on social media. You can be sued by other employees, supervisors, customers or vendors, and any individual that views your social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Employees can be subject to disciplinary action, up to and including termination for what they post on social media platforms, even if the employee did not use a county computer or if the post did not occur during work hours or on county property.
- Employees may not use Hopkins County computer equipment for non-work related activities without written permission. Social media activities should not interfere with your duties at work. Hopkins County monitors its computers to ensure compliance with this restriction.
- You must comply with copyright laws, and cite or reference sources accurately.
- Do not link to Hopkins County's website or post Hopkins County material on a social media site without written permission from your supervisor.
- All Hopkins County policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment and code of conduct.
- Any confidential information that you obtained through your position at Hopkins County must be kept confidential and should not be discussed through in social media forum.
- Violation of this policy may lead to discipline up to and including the immediate termination of employment.