

To protect the County network, devices must be secured with biometrics or passcodes, use multi-factor authentication, and avoid unencrypted public Wi-Fi. In compliance with the **Hands-Free Georgia Act**, handheld use while driving for County business is strictly prohibited. Irwin County does not provide reimbursement for personal hardware or data plans, and the County is not liable for personal data loss or physical damage to the device. By enrolling, employees agree to these security standards and the County's right to manage professional data on the hardware.

Social Media Policy

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world; however, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees.

An employee's use of the internet, social media, and other electronic forums in the public domain during her/his working time shall be limited to authorized business purposes.

Even outside of working time, employees should be aware that they are responsible for their actions in all communications and dealings with others, including on social media. Electronic communications on County systems or internet accounts or on public social media profiles, sites and forums are not considered private.

Employees should not use blogs, social networking sites, or online forums to harass, threaten, or discriminate against or defame current or former employees or citizens/customers/clients of the County maliciously and/or unlawfully.

Disclosure of confidential proprietary County information (business, financial and marketing plans and strategies, and confidential financial records and data, including confidential client/customer lists and special requirements) is prohibited. Employees may not post trade secrets or such confidential proprietary County information.

Use of the County logo, name, or trademarks for any personal business/commercial venture without the County's express authorization is prohibited. Do not use the County provided email addresses to register on social networks, blogs or other online tools utilized for personal use.

Notwithstanding any of its requirements, this Social Media Policy is not intended to and shall not be applied in a manner that unlawfully restricts an employee's ability to act in a manner consistent with applicable federal or state law.