

MANAGEMENT AND BUDGET COMMITTEE

THURSDAY, July 9, 2015 10:30 AM

**Committee Members: Jonathan Rouis, Chair, Gene Benson, Vice Chair,
Kitty Vetter, Cora Edwards, Ira Steingart**

AGENDA

PRESENTATIONS: None

DISCUSSIONS:

- 1. Current & Future MIS Projects- Lorne Green, Chief Information Officer**
- 2. Distinguished Budget Presentation Awards Program Overview - Janet Young, Commissioner**

RESOLUTIONS:

AUDIT – None

COUNTY TREASURER – None

GRANTS- None

MANAGEMENT AND BUDGET –

- 1. To adopt an amended policy for acceptable public use of Wireless Internet within all County Facilities.**

MANAGEMENT INFORMATION SYSTEMS - None

PUBLIC COMMENT

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Lorne D. Green, Chief Information Officer

Re: Request for Consideration of a Resolution: To adopt an amended policy

Date: July 6, 2015

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To adopt an amended policy for acceptable public use of Wireless Internet within all County Facilities.

Is subject of Resolution mandated? Explain:

No.

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

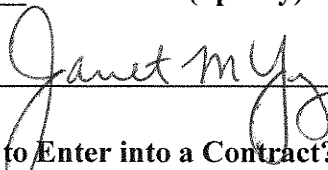
If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: _____



Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with _____ of _____

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Not Applicable _____

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: Toby Jones Date 7/7/15
B. Management and Budget: Janet Myers Date 7/7/15
C. Law Department: S. G. Grogan Date 7/7/15
D. County Manager: John Brown Date 7/7/15
E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 07/19/2015

Resolution No. _____

RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO ADOPT AN AMENDED POLICY FOR ACCEPTABLE PUBLIC USE OF WIRELESS INTERNET WITHIN ALL COUNTY FACILITIES

WHEREAS, the County of Sullivan adopted a Public (Wireless) Internet Acceptable Use Policy on December 18, 2014 pursuant to Resolution No. 449-14 which established acceptable use of public wireless internet access at the Sullivan County Adult Care Center, and

WHEREAS, the County of Sullivan wishes to offer public wireless internet access for the benefit of visitors to Sullivan County in other publically accessed facilities in addition to the Adult Care Center, and

WHEREAS, as a municipality, the County of Sullivan has a management responsibility to establish an appropriate policy to administer the use of the internet and online services it inherently provides to visitors at Sullivan County publically accessed facilities,

NOW THEREFORE BE IT RESOLVED, that the proposed amended Sullivan County Public (Wireless) Internet Access Acceptable-Use Policy, attached hereto, be adopted and put into place, and

BE IT FURTHER RESOLVED, that said Sullivan County Public (Wireless) Internet Access Acceptable-Use Policy shall be subject to review, amendments and revisions at the recommendation of management staff and discretion of the Sullivan County Legislature.

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2015.



Policy ID: MIS2014-010.3

Policy & Procedures

Sullivan County Public (Wireless) Internet Access Acceptable-Use Policy

Issued by: Management Information Systems

Adopted: December 18, 2014

Applies to: All County of Sullivan supplied Public (Wireless) Internet Access Users

Purpose

The County of Sullivan's (County) Department of Management Information Systems provides free (subject to change) internet access points or "hot spots" for the benefit of visitors to Sullivan County publically accessed facilities, the Sullivan County Adult Care Center residents, and their visitor—who have their own devices capable of receiving wireless signals. This access will allow access to the internet from their device when within range of the access points at the Adult Care Center. County employees may not use this wireless internet service.

Acceptable Use

As a municipality, the County has a management responsibility to establish an appropriate policy to administer use of the internet and online services it inherently provides to its constituents at the Adult Care Center. It is within this context that the County offers access to the internet via wireless access points over a shared, established municipal business network.

All users are expected to use the wireless access in a legal and responsible manner. While using this wireless access, users should not violate federal, State of New York, or local laws, including those relating to:

- ❖ **The transmission or receiving of any pornographic or harmful material** – Accessing or displaying obscene language or sexually explicit graphics or materials is prohibited.
- ❖ **Fraud** – All users are prohibited from misrepresenting themselves as another user, attempting to modify or gain access to files, passwords, or data belonging to others, seeking authorized access to any computer system, or damaging or altering software components of any network or database.
- ❖ **Downloading copyrighted material** – US copyright law prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." No user may copy or distribute electronic materials without the explicit permission of the copyright holder.
- ❖ **Protection of others** - The Internet contains information, both written and pictorial, that may be offensive or harmful to a user or to others. The County also does not supervise children's use of the Internet and such use is a parent/guardian's exclusive responsibility.

The users of the County's wireless access release and hold harmless the County from any and all liabilities associated with any child's exposure to any information, machine-readable file, picture or graphical representation encountered while using the County wireless network, or while in the presence of others using it.

- ❖ **Personal data storage** – Users create, store and use personal files/electronic documents at their own risk, whether created, accessed or stored locally or remotely. Users agree that the County is not responsible for the loss or damage to such local or remote personal electronic documents, the files or any type of media upon which they are stored. These conditions apply to all media that are brought in to access the County's wireless network.

By using the County's wireless access network the user acknowledges that he/she is subject to, and agrees to abide by, all laws, and all rules and regulations of the State of New York and the federal government that are applicable to Internet use.

Setup and Support

If your laptop or other Wi-Fi device uses a removable wireless card, make sure it is installed according to the manufacturer's instructions. Depending on what type of Wi-Fi device you have, how recent it is, and how you have it configured, it may be able to connect to the Citizen Wi-Fi automatically. If it does not, use your device's Wi-Fi setup software to configure the following:

- Network Name (SSID): ~~XXXXXXXXXX~~ Digital Inclusion
- Network Mode: Infrastructure
- WEP: Disabled
- TCP/IP or Network Settings: DHCP enabled (sometimes called "Obtain IP address automatically")
- DNS: Automatic
- Gateway: Automatic

Your wireless setup software may not require all of the above. You are responsible for understanding how to configure your own wireless device. Because there are many different types of wireless devices requiring many different configuration methods, Sullivan County staff are not able to assist you with the configuration of your Wi-Fi device.

***COUNTY STAFF WILL NOT PROVIDE TECHNICAL ASSISTANCE.
STAFF WILL NOT ASSIST IN MAKING CHANGES TO THE USER'S NETWORK
SETTINGS OR PERFORM ANY TROUBLESHOOTING ON THE USER'S OWN DEVICES.***

Security Considerations

There is no security provided by the County of Sullivan. Wireless access is by nature an insecure medium. The wireless access you are using is not secure. Any person within range of the access point can intercept the data in transit. Sullivan County does not recommend using this network for the transfer of sensitive data, such as credit card data or bank account data, even while using SSL

encryption built into your browser. Sullivan County is not responsible for intercepted data or any consequences thereof.

Anyone using the wireless network provided by the County is forewarned that there can be no expectation of privacy when using the wireless network. Users assume all associated risks and agree to hold harmless the County and its employees for any personal information (i.e., credit card) that is compromised, or for any damage caused to user's hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All users of wireless access should have up-to-date virus protection on any and all of their personal devices. The County strongly suggests using a personal firewall.

Disclaimer

The County is providing wireless connectivity ~~at its facilities to the public~~ as a public service and offers no guarantees or representations that use of the wireless connection is in anyway secure, or that any privacy can be protected when using this wireless connection. Use of this wireless connection is entirely at the risk of the user, and the County is not responsible for any loss of any information that may arise from the use of the wireless connection, nor is the County responsible for any loss, injury, or damages resulting from the use of the wireless connection.

Terms and Conditions of Use

- ❖ You will need a notebook/laptop computer or other device equipped with a wireless card that supports one of the following Wi-Fi standards: IEEE 802.11b, g or n.
- ❖ The County assumes no responsibility for the safety of equipment. Users must keep their equipment with them at all times and may only use electrical outlets in their rooms or designated public areas.
- ❖ As a courtesy to others, please turn off sound or utilize headphones while in County facilities.
- ❖ **PLEASE NOTE:** Printing access is not available to the public via the wireless connection.
- ❖ **COUNTY STAFF WILL NOT PROVIDE TECHNICAL ASSISTANCE.** The County assumes no responsibility for laptop configurations, security or changes to data files resulting from connection to the County's wireless network and cannot guarantee that a user's hardware will work with the County's wireless connection.
- ❖ If a user has problems accessing the Internet over these connections, **STAFF WILL NOT ASSIST IN MAKING CHANGES TO THE USER'S NETWORK SETTINGS OR PERFORM ANY TROUBLESHOOTING ON THE USER'S OWN COMPUTER.** Users should refer to their owner's manuals or other support services offered by their device manufacturer.
- ❖ **ACCESS IS NOT GUARANTEED AND** the wireless access provided by the County is a courtesy.

- ❖ Wireless internet access is provided solely for the benefit of and use by the ~~waiting public to County facilities residents of the Adult Care Center and their guests~~ by the ~~waiting public~~
- ❖ The County may monitor/track internet use to assure compliance with this Policy.
- ❖ The County reserves the right to terminate or deny access for violation(s) of the Policy.
- ❖ If the County believes a resident or his or her guest has violated the Policy the resident will be so advised before access is terminated and the resident will have the right to be heard as to whether he or she or his or her guests violated the Policy.

Update Log

Date	Update Description
11/24/2014	DRAFT document issued for internal review (Policy ID: MIS2014-010.0).
12/06/2014	Changes to DRAFT made per County Attorney's Office feedback – strictly grammatical in nature.
12/08/2014	Added/edited setup connection details (Original draft TBD statements) in "Setup and Support" section.
12/09/2014	FINAL DRAFT issued for review, comment and consideration for adoption by the Legislature (Policy ID: MIS2014-010.1).
12/16/2014	FINAL MARKUP issued incorporating additional feedback for further review, comment and consideration by the Legislature (Policy ID: MIS2014-010.2).
07/01/2015	Policy version number updated to 10.3 Changes throughout the policy to include all County facilities by removing specific references to only the Adult Care Center.