



# Taylor County

## Board of County Commissioners'

### Policy Manual

Policy #:	Title:	Effective Date:
2010-08	Anti-Virus Policy	07/06/10

#### PURPOSE

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This policy ensures protection for all TCBCB networks by establishing solid DTIS approved anti-virus software. Anyone wishing to use or connect to any BCC computer or network must first contact the DTIS department so that the computer can be properly assessed before integration into any county networks.

#### REFERENCE

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Not Applicable

#### POLICY

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This policy covers all staff, computers, servers, or any other network device connected to any TCBCB network at anytime.

- a. To promote a secure and efficient operating environment for all TCBCB staff and to ensure continuance of service to the general public only DTIS approved anti-virus software will be purchased by TBCC employees.
- b. For all software installs or hardware installations county staff will use the proper DTIS approved channels for requesting any work to be done.
- c. The TCBCB staff shall use all means by which to prevent the spread of computer viruses, worms, and Trojan Horses amongst its networked systems. Users shall participate in this program and shall not circumvent it in any way.
- d. All user systems shall have anti-virus protection software installed before connecting the system to any TCBCB network. Users shall participate when necessary in keeping this software updated and shall not disable its facilities. If the anti-virus software is disabled for any reason, such as the installation of new software, the user shall perform a full-system scan before using the system again.

e. Anti-virus software shall be installed and configured on each system by DTIS approved personnel in such a way to provide constant scanning for viruses and periodic updates as defined by the IS department.

f. Users shall not knowingly create, execute, forward, or introduce any computer code designed to self replicate, damage, or otherwise impede the performance of any computer's memory, storage, operating system, or software. Users violating this policy may be disciplined or dismissed and will be reported to legal authorities.

### **RESPONSIBLE DEPARTMENT**

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Technology and Information Systems

### **SUNSET DATE**

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**Sunset Date: None**

Revision Date: 10/01/2015