

Addendum to Acceptable and Supportable Use of Technology

POLICY NUMBER:

ADDENDUM NUMBER: 5

ADDENDUM TITLE: Columbus Consolidated Government users are prohibited from the download and/or use of TikTok, WeChat and Telegram on laptops, mobile phones and other devices issued, owned, leased, or otherwise controlled by the Columbus Consolidated Government or the State of Georgia or used for Columbus Consolidated Government or the State of Georgia business.

EFFECTIVE DATE:

REVISION DATE:

APPROVED BY:

Ordinance No.

Dated the __ day of _____ 2023.

An addendum, which shall be included as part of the original policy, to Policy No. 210-1000-004, Acceptable and Supportable Use of Technology.

STATEMENT OF ADDENDUM

The Columbus Consolidated Government (CCG) establishes policies regarding the acceptable and supportable use of technology. This addendum prohibits all Columbus Consolidated Government users from the download and/or use of TikTok, WeChat and Telegram on laptops, mobile phones and other devices issued, owned, leased, or otherwise controlled by the Columbus Consolidated Government or the State of Georgia or used for Columbus Consolidated Government or the State of Georgia business.

SCOPE

This policy applies to all technologies and technology-related devices and users, which are applicable to policy number 210-1000-004 and titled Acceptable and Supportable Use of Technology. This includes, but is not limited to, all computers, laptops, cell phones, mobile hotspots, printers, or other technology devices purchased, issued, owned, leased, or otherwise controlled by Columbus Consolidated Government or the State of Georgia.

Use of TikTok, WeChat and Telegram:

Effective immediately all Columbus Consolidated Government users are prohibited from the download and/or use of TikTok, WeChat and Telegram on laptops, mobile phones and other devices issued, owned, leased, or otherwise controlled by the Columbus Consolidated Government or the State of Georgia or used for Columbus Consolidated Government or the State of Georgia business.

DISCIPLINARY ACTIONS:

Violations of this policy may result in disciplinary actions in accordance with the CCG Disciplinary Policies which may include removal of access privileges, termination of employment and/or criminal prosecution.

REPORTING RESPONSIBILITIES:

Any and all violation(s) of this policy will be reported to the department head or elected official that oversees the involved personnel, unless the department head or elected official is considered involved in the violation, at which time the Director of Human Resources shall be notified. The Director of Information Technology will also be notified by the department head or elected official of all reported violations.

DISCIPLINARY RESPONSIBILITIES:

It is the responsibility of the department head or elected official of involved personnel to administer necessary disciplinary actions and related sanctions; however, the Director of the Department of Information Technology, reserves the right to revoke, invalidate, or remove a user's usernames, passwords, passphrases, PINs, operator IDs, or any other login-type or related information, access or permissions at any time for any reason without notification of any user.

Retaliation Prohibited:

CCG prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.