



POLICY #3300 Internet, E-Mail and Electronic Communications
EFFECTIVE DATE 1/25/2024 **VERSION # 2**
DATE OF LAST REVISION 12/22/2023 **NEXT REVIEW DATE** 1/12026

APPLIES TO

Division Districtwide
 Sub-Division Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2013		General Manager
2	12/22/2023	Adding policy to newly formatted policy repository	Michelle Niven

RATIONALE

The District's Technology Resources, including all computer, data, and telecommunication hardware and software are critical to its business success. The purpose of this policy is to explain how employees of the District should use the District's Technology Resources in ways that maximize the benefits of the technology to the District and reduce the risk of loss or misuse of these resources and/or creation of liability for the District.

TERMS AND DEFINITIONS

TERM	DEFINITION
Technology Resources	Includes but not limited to: <ul style="list-style-type: none"> • Telephones, cellular phones, and voicemail • Internal computer systems including desktop and notebook computers, file servers, Intranet, and e-mail • External computer systems, including research databases, Internet, and e-mail

PROCEDURE

Using Technology Resources

All Technology Resources should be used only in furthering the District's business and never in violation of applicable laws. To this end, employees should not use any Technology Resource for the conduct of business other than the District's business. Notwithstanding the above, employees may use the District's Technology Resources to:

Policy #3300 – Technology Usage

- Prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner provided such use does not conflict with any purpose or need of the District;
- Send and receive necessary personal communications through e-mail;
- Use the telephone system for brief and necessary personal calls.

The District assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the District's Technology Resources. The District further accepts no responsibility or liability for the loss or non-delivery of any personal e-mail communication and suggests that employees avoid storing private or confidential personal information on any of the District's Technology Resources.

No Right of Privacy

The District in general has no desire to invade the personal privacy of employees when there is no business need. However, the District provides the Technology Resources only to further its own business aims. Thus, employees should not expect and do not have any privacy rights when using the District's Technology Resources. The granting of a password does not confer any right of privacy upon any employee of the District and all Technology Resources, including all information, documents and messages stored therein, should be related to the business of the District.

The District may inspect all files or messages on its Technology Resources at any time for any reason at its discretion. The District reserves the right to randomly and periodically monitor its Technology Resources at any time in order to determine compliance with its policies, answer a lawful subpoena or court order, investigate misconduct, locate information, or for any other business purpose. Further, the District reserves the right to monitor its Technology Resources at any time based on a reasonable suspicion of wrongdoing or in order to determine compliance with its policies, answer a lawful subpoena or court order, investigate misconduct, locate information, or for any other business purpose. Further, any information generated on or with the District's Technology Resources is subject to collection, storage, and disclosure in accordance with the District's Document Retention and Destruction Policy.

Internet and E-Mail Use

Access to the Internet is provided to employees to accomplish job responsibilities more effectively. The use of the Internet is a privilege, not a right, which may be revoked at any time for inappropriate conduct. The District expects that its employees will use these resources in a responsible fashion and for business-related purposes only. Employees should not use the Internet or Intranet for frivolous use such as accessing, downloading from, or contributing to any site that is not work-related.

Downloading of software applications, even if they are free, is not allowed.

The District reserves the right to monitor the amount of time spent using online services and the sites visited by District personnel. The District reserves the right to limit Internet access to include or exclude certain Internet sites and/or services.

E-mail is not private communication, because others may be able to read or access the message. E-mail messages are considered business records and may be subject to discovery.

Personal Web sites, social media sites and Web logs (blogs) have become prevalent methods of self-expression in our culture. Employees may not use District computers to engage in blogging while at work. The District respects the right of employees to use these mediums during their personal time. If an employee chooses to identify himself or herself as a District employee on a Web site or Web log, he or she must adhere to the following guidelines:

Policy #3300 – Technology Usage

- Make it clear to readers that the views you are expressing are your views alone and do not reflect the views of the District.
- Do not disclose any information that is confidential or proprietary to the District (or to any third party which has disclosed its information to the District). Consult the District's confidentiality policy for guidance about what constitutes confidential information.
- Uphold the District's value of respect for the individual and do not make any disparaging or defamatory statements about the District employees, clients, partners, affiliates and others, including competitors.
- Be careful not to let blogging interfere with the employee's job or client commitments.

Authority: General Manager

Michelle Niven
Author (print and sign)



02/13/2024
Date

Annabel Grimm
General Manager



13 Feb 2024
Date

Approved by the Board of Directors on: January 25, 2024