

**POLICY: HR16 – District Provided Equipment**

APPROVAL DATE: 12/19/2023

REVISION DATE:

**Purpose**

To set forth the District's policies for employee use of District provided equipment.

**Scope**

Applies to all District employees

---

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

**District-Provided Equipment**

District-owned communication equipment and computer systems (hardware, software, and network) provided to employees are intended to be used for District business. Unethical, inappropriate, or illegal use of District-owned communication equipment and computer systems is prohibited and may lead to disciplinary action up to and including termination.

Equipment, furniture, fixtures, vehicles, and computers owned by the District are provided for on the job use. All information and materials transmitted by, received by, or stored in these items are District property. Staff should have no expectation of privacy in connection with the use of these items. The District reserves the right to review, copy, and/or delete any files, documents or items found in its computers, files, desks, mailboxes, and other storage facilities and to monitor employee use of such equipment.

Employees may make limited personal use of District-provided devices. As a publicly-funded organization, the District expects that staff will apply good judgment when making decisions as to the appropriate use of equipment to maintain ethical, legal, and fiscally responsible stewardship of public resources.

Employees are prohibited from:

- Engaging in any purposeful actions harmful to computer equipment, the network or information stored on it, such as creating or propagating malicious software; damaging files; making unauthorized modifications to District data or gaining unauthorized access to network resources.
- Sending e-mails, voicemails, or using District-provided access to social media to harass, embarrass, or intimidate an individual; accessing or attempting to access another individual's email, voicemail, or social media account without proper authorization.
- Using the District's computer or communication equipment, systems, or networks for personal, financial, or commercial gain, or for any other reason deemed inappropriate by

the District, including engaging in illegal activities, such as copyright violations, libelous statements, and transmission or storage of illegal or inappropriate materials.

---

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director.

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.