

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Policy Title	HR16 – District Provided Equipment		
Approval Date	December 19, 2023	Revision Date	January 1, 2025
Related	N/A		
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.

Employees are directed to return all District-provided equipment upon separation from service.

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.

Building keys and access key cards

Building keys are issued to some employees, depending on area of responsibility. Building keys shall be kept in a secure manner. If a building key is misplaced, lost, or stolen, the employee must notify Human Resources immediately.

Access key cards are issued to all employees. If an access key card is misplaced, lost, stolen, or compromised, the employee must notify Human Resources immediately.

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.

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.