


SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS DISTRICT EQUIPMENT USE POLICY	Policy # B-901	Effective Date <i>December 12, 2013</i>
	Signature 	Date of Last Review

PURPOSE:

To provide guidelines for the District's Board of Commissioners (BOC) and Employees regarding the use of District-owned equipment for non-District purposes.

POLICY:

District Commissioners and employees are permitted limited use of District owned equipment for personal use if such use does not interfere with official business and involves minimal additional expense to the District. This limited personal use of District office equipment should take place during the employee's non-work time. This privilege to use District owned-equipment for non-District purposes may be redefined at any time by the BOC.

This policy also applies to contractors, interns, volunteers and other non-District employees through incorporation by reference in contracts or memorandums of agreement as conditions for using District owned equipment and space.

APPLICATION:

The Policy applies to the District's BOC, employees, contractors, interns, and volunteers.

ATTACHMENT A:

1. DEFINITIONS AND PROCEDURES

SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS DISTRICT EQUIPMENT USE POLICY ATTACHMENT A	Policy #	Effective Date
	B-901	Date of Last Review
	Signature	

ACCOMPANYING DEFINITIONS AND PROCEDURES

DEFINITION:

District-owned equipment includes, but is not limited to: personal computers and related peripheral equipment and software, tablets, telephones, facsimile machines, audio/visual devices, photocopiers, office supplies, Internet connectivity and access to internet services, email and vehicles.

- 1) **Minimal additional expense** means that employee’s personal use of District owned equipment is limited to those situations where the District is already providing equipment and the employee’s use of such equipment will not result in any additional expense to the government or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner or paper.
- 2) **Employee non-work time** means times when the employee is not otherwise expected to be addressing official business. Employees may for example - use government owned equipment during their own off-duty hours such as before or after workday lunch periods, authorized breaks, weekends or holidays.
- 3) **Personal use** means activity that is conducted for purposes other than accomplishing official or otherwise authorized activity.
- 4) **Information technology** means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission or reception of data or information.

PROCEDURE:

Specific Provisions on Use of Equipment and Services

- 1) Employees are authorized limited personal use of District owned equipment. This personal use must not result in loss of employee productivity or interference with official duties.
- 2) Moreover, such use should incur only minimal additional expense to the District in areas such as:
 - a) Communications infrastructure costs; e.g., telephone charges, telecommunications traffic, etc.;
 - a) Use of consumables in limited amounts ; e.g., paper, ink, toner, etc.;
 - b) General wear and tear on equipment;
 - c) Data usage and storage;
 - d) Transmission and network impacts.

Inappropriate Personal Uses

- 1) Employees are expected to conduct themselves professionally in the workplace and to refrain from using District owned equipment for activities that are inappropriate. Misuse or inappropriate personal use of District owned equipment includes, but is not limited to:
 - a) Any personal use that could cause congestion, delay or disruption of service to any District system or equipment.
 - b) The creation, copying, transmission or retransmission of chain letters or other unauthorized mass mailings regardless of the subject matter.
 - c) Using District owned equipment for activities that are illegal, inappropriate or offensive to fellow employees or the public. Such activities include, but are not limited to: hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.
 - d) The creation, download, viewing, storage, copying or transmission of sexually explicit or sexually oriented materials.
 - e) The creation, download, viewing, storage, copying or transmission of materials related to illegal gambling, illegal weapons, terrorist activities and any other illegal activities or activities otherwise prohibited, etc.
 - f) Use for commercial purposes or in support of "for-profit" or "non-profit" activities or in support of other outside employment or business activity (e.g. consulting for pay, sales or administration of business transactions, sale of goods or services).
 - g) Engaging in any outside fund-raising activity, endorsing any product or service, participating in any lobbying activity or engaging in any prohibited partisan political activity.
 - h) Use for posting agency information to external newsgroups, bulletin boards or other public forums without authority. This includes any use that could create the perception that the communication was made in one's official capacity as a District Commissioner or employee, unless appropriate approval has been obtained.
 - i) Any use that could generate more than minimal additional expense to the District.
 - j) Downloading of any software or applications that may harm or conflict with District equipment and/or software.
 - k) The unauthorized acquisition, use, reproduction, transmission or distribution of any controlled information including computer software and data that includes privacy information, copyrighted, trademarked or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data.

Proper Representation

It is the responsibility of Commissioners and employees to ensure that they are not giving the false impression that they are acting in an official capacity when they are using District owned equipment for non-District purposes. If there is expectation that such a personal use could be interpreted to represent an agency, then an adequate disclaimer must be used. One acceptable disclaimer is – *“The contents of this message are mine personally and do not reflect any position of the District.”*

Privacy Expectations

- 1) District Commissioners and employees do not have a right, nor should they have an expectation of privacy while using any District owned equipment at any time, including accessing the Internet and using email. To the extent that employees wish that their private activities remain private, they should avoid using the District’s equipment such as their computer, the internet, phone or email. By using District equipment, Commissioners and employees imply their consent to disclosing the contents of any files or information maintained or that passes through District equipment.
- 2) By using this equipment, consent to monitoring and recording is implied with or without cause, including (but not limited to) accessing the Internet, using email and phones. Any use of District communications resources is made with the understanding that such use is generally not secure, is not private and is not anonymous.
- 3) System managers do employ monitoring tools to detect improper use. Electronic communications may be disclosed to employees who have a need to know in the performance of their duties. District officials, such as system managers and supervisors, may access any electronic communications.

G. Sanctions for Misuse

Unauthorized or improper use of District owned equipment could result in loss of use or limitations on use of equipment, disciplinary or adverse actions, criminal penalties and/or employees being held financially liable for the cost of improper use.