

SECTION 5.16 INTERNET, TECHNOLOGY, AND EMAIL

Employees are provided with internet access and electronic communication services such as computers, email, phones, etc. as required for the performance and fulfillment of job responsibilities. All employees are obligated to make effective, safe, and responsible use of this technology.

This technology is for the purpose of increasing productivity and enhancing operations by enabling users to locate and retrieve information and to communicate more effectively. Internet connection offers an opportunity for unauthorized users to view or access information stored in the system. It is important that all connections be secured, controlled, and monitored.

There shall be no expected right of privacy for any matter related to using equipment provided, including no personal privacy right in any matter passing through, viewed, downloaded, printed, created, stored, received, sent or otherwise transmitted from agency technology and equipment. Jefferson County Board of Developmental Disabilities (JCBDD) reserves and intends to exercise the right to monitor, review, intercept, access and disclose all internet usage, email communications sent and received, and phone usage, if necessary, to ensure that the system is being used for business purposes in compliance with this policy and to ensure that all other policies, such as harassment and discrimination, are being followed. Audits on internet activity and other electronic communications may be implemented to identify and properly address unauthorized activity.

Emails may be public records under State Law and may be subject to public records requests. Employees are reminded that all JCBDD communications are subject to public records disclosure and our email system is used for our official record.

JCBDD is the owner of all work products developed by an employee including, but not limited to, all property, programs, systems, devices, patents, applications, hardware, products and all other things which are created, made, enhanced, modified, or improved by employees during employment with JCBDD. Employees may not transfer, sell, lease, license, patent, use, franchise, or gift such work product nor shall employees permit any other party to obtain the beneficial use of such work product without the express permission of JCBDD.

Limited personal use is permissible if it does not result in the disruption of network operation or interfere with productivity at work. Personal use of agency technology and electronic devices must be kept to a minimum amount of time needed to address a

situation. Excessive use may result in disciplinary action.

By using JCBDD electronic equipment, the user agrees to indemnify JCBDD of any losses, costs, or damages, including attorney fees incurred relating to or arising out of any breach of this policy.

Prohibited usage includes, but is not limited to:

- Conducting personal business activities, seeking personal financial gain, soliciting money for personal ventures, or promoting religious or political causes.
- Playing games, surfing, shopping, checking personal email, etc.
- Conducting illegal activities.
- Receiving, transmitting, downloading, viewing, or printing offensive materials including obscene or pornographic materials.
- Receiving, transmitting, downloading, viewing, or printing any materials of a derogatory, inflammatory, discriminatory, harassing, sexually explicit, obscene, defamatory, violent or threatening in nature, or other material which is inappropriate including any content regarding an individual's or group's race, color, religion, gender, national origin, age, disability, military status, genetic information, sexual orientation, gender identity, protected veteran status or other characteristics protected by law.
- Downloading or installing software, games, screensavers, files, or programs that could potentially change system configuration.
- Removing or copying software, shared files, or programs.
- "Friending" vendors and other conflicts of interest. "Friending" individuals served by JCBDD, or the parent/guardian of an individual being served is discouraged. JCBDD expects employees to maintain an acceptable professional boundary with individuals being served.
- Streaming data/music or using websites that impair system operations on all JCBDD internet connections including WiFi.
- Downloading, distributing, or printing copyrighted materials, which include articles, software or intellectual property, in violation of copyright laws.
- Copying programs from the agency system for personal use or non-Board use.
- Spamming email accounts or forwarding chain letters.
- Disclosing confidential information.
- Accessing or attempting to access another user's computer/email without authorization from IT.

- Vandalizing data of another user, including uploading or creating computer viruses.
- Violating any state or federal laws.
- Storing data to removable media, such as flash drives, CDs, DVD, or portable hard drives.
- Making modifications to the contents of JCBDD website, any official blogs and JCBDD official social sites without authorization.
- Using a personal email address for JCBDD business.
- Texting and making or receiving phone calls while driving.

Employee responsibilities:

- Maintaining and following a higher standard of conduct and public image.
- Ensuring the security of passwords. Passwords should not be shared between users or be in plain sight. Notify IT if your password had been compromised.
- Maintaining the integrity and confidentiality of all Board information.
- Checking email daily.
- Writing emails in a professional manner.
- Encrypting emails that contain information about individuals served.
- Storing data on the server only.

Violations:

If it is determined that a user has violated any of the above policy guidelines, the user will be considered to have misused JCBDD property and will be subject to disciplinary action, up to and including termination, as well as the loss of electronic communication privileges.