



WEED RECREATION & PARKS DISTRICT

161 E. Lincoln Ave

Weed, Ca. 96094

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POLICY TITLE: Technology Resources and Use Policy

POLICY NUMBER: 3214

POLICY ADOPTION DATE: 10/15/26

POLICY REVISION DATE(S):

The District provides various Technology Resources to authorized employees to assist them in performing their job duties for the District. Each employee has a responsibility to use the District's Technology Resources in a manner that increases productivity, enhances the District's public image, and is respectful of other employees. Failure to follow the District's policies regarding technology resources may lead to disciplinary measures, up to and including termination of employment.

- a. **Technology Resources Definition.** Technology Resources consist of all electronic devices, software, and means of electronic communication including any of the following: personal computers and workstations; all computers; midrange servers; computer hardware such as external or flash drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic mail; telephones; mobile phones; personal organizers and other handheld devices; voicemail systems; and instant messaging systems.
- b. **Use.** The District's Technology Resources are to be used by employees only for the purpose of conducting District business. The District is aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth more fully in the District's Unlawful Harassment Policy (No. 3140), the District does not tolerate discrimination or harassment as defined in Policy No. 3140. Under no circumstances shall employees use the District's Technology Resources to transmit, receive, or store any information that is discriminatory, harassing, defamatory, obscene, indecent, threatening, or that otherwise could adversely affect any individual, group, or entity (e.g., sexually explicit or racial messages, jokes, or cartoons). Employees shall not use the District's Technology Resources for any illegal purpose, violation of any District policy, in a manner contrary to the best interests of the District, in any way that discloses confidential or proprietary information of the District or third parties, or for personal or pecuniary gain.



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Special policies regarding computer systems are established in order to protect the District from activities caused by computer hackers, viruses, etc. and include, but are not limited to the following:

- i. employees shall not add or remove any programs or personal software from the District's computers without the express approval of the District Administrator.
- ii. employees shall not open e-mails or download attachments from unknown sources.
- iii. employees shall not view or download pornographic or otherwise offensive material off the Internet.
- iv. employees shall not use District computers for items not directly related to District business unless personal use has been authorized.
- v. employees shall not use District computers to play games.
- vi. employees shall not use District computers to engage in illegal activities, including, but not limited to, gambling.
- vii. employees shall not incur charges in the use of District computers without the approval of their supervisors. If personal use has been authorized, employees will be responsible for any charges resulting from personal use of District computers.

c. **District Access To Technology Resources.** All messages sent and received, including personal messages, and all data and information stored on the District's Technology Resources (including on its electronic mail system, voicemail system, or computer systems) are District property regardless of the content. As such, the District reserves the right to access all of its Technology Resources including its computers, voicemail, and electronic mail systems, at any time, in its sole discretion.

d. **No Reasonable Expectation of Privacy.** Although the District does not wish to examine personal information of its employees, the District reserves the right to access its Technology Resources including computer files, electronic mail messages, voicemail messages and video surveillance. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created, collected, or maintained on the District's Technology Resources, including personal information or messages. The District may, at its discretion, inspect all files or messages on its Technology Resources at any time for any reason. The District may also monitor its Technology Resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.



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- e. **Passwords.** Certain of the District's Technology Resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of the District. Thus, even though employees may maintain passwords for accessing Technology Resources, employees must not expect that any information maintained on Technology Resources, including electronic mail and voicemail messages, are private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization.
- f. **Data Collection.** The best way for employees to ensure the privacy of personal information is not to store or transmit it on the District's Technology Resources. Employees are to understand the extent to which information is collected and stored. Examples of information currently maintained by the District are provided below. The District may, at any time, alter the amount and type of information that it retains.
 - i. Telephone Use and Voicemail: Records are kept of all calls made from and to a given telephone extension. Although voicemail is password protected, an authorized administrator can listen to voicemail messages and reset the password.
 - ii. Electronic Mail: Electronic mail is backed up and archived. Although electronic mail is password-protected, an authorized administrator can read electronic mail and reset the password.
 - iii. Document Use: Each document stored on District computers has a history that shows which users have accessed the document for any purpose.
 - iv. Internet Use: Internet sites visited, the number of times visited, and the total time connected to each site are recorded and periodically monitored.