

Amador Water Agency

Electronic Mail, Internet and Computer Use Policy

Reviewed and Adopted:
04-23-2020

100.00 Purpose of the Policy

The purpose of this policy is to establish and insure that all forms of electronic communication and equipment are used for Agency-related business only with no right or expectation of personal privacy

200.00 Policy

The Agency uses various forms of electronic communication and equipment including, but not limited to, computers, tablets, modems, telephones, cell phones, voice mail, fax machines, internet, text messages and e-mail. All electronic communications, including all software and hardware, are and will remain the sole property of the Agency. All messages sent and received, including any personal messages, and all data and information stored on the Agency's computer systems are the Agency's property regardless of content.

Use of Agency electronic communication and equipment for personal "Social Networking" is not permitted. Employees who may need to utilize social networking for Agency-related business must obtain prior approval from the General Manager or his/her designee.

Electronic communications will not be used in any manner that would: (1) be discriminatory, lewd, derogatory, defamatory, disparaging, sexually explicit, harassing, threatening, or obscene; (2) constitute copyright, trademark infringement or misappropriation of trade secrets; or (3) be for any other purpose which is illegal, against Agency policy, or not in the best interests of the Agency.

Employees will not install personal software in Agency computer systems. All software on any Agency computer system must be licensed to the Agency. Any updates to existing software must be approved by the General Manager or his/ her designee prior to installing the update. All electronic information created by any employee using any means of electronic communication is the property of the Agency and will remain the property of the Agency. Employees should understand that they have no right or expectation of privacy with respect to any messages or information created or maintained on the Agency's computer systems, including personal information or messages. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Agency's ownership of, or

ability to access, the electronic information. Employees must not place stickers on laptop computers.

The Agency reserves the right to enter, access, search, monitor, review, copy, and/or retrieve electronic files, messages, e-mail, voice mail, history of internet usage, and any other type of electronic file or information, without notice, for any legitimate business purpose including, but not limited to, ensuring that there is no misuse or violation of Agency policy or any law, investigating theft, and monitoring disclosure of Agency information. The Agency may override personal passwords if it becomes necessary or appropriate to do so for any reason.

All electronic communications, including e-mail, access to the internet, and other types of Agency-paid communication access, are to be used only for Agency-related business and not for any personal use.

Any employee who misuses the Agency's electronic communications or otherwise violates this policy will be subject to discipline up to and including termination.

All employees must manage and protect records resulting from their e-mail communications as required by the Agency's Records Inspection, Retention and Disposal Policy (PL - Adm 009), and Electronic Mail Management and Retention Policy (PL - Adm 010) which sets forth the responsibilities of all Agency employees concerning the creation, removal, storage, and retention of e-mails that are designated as official Agency records.

300.00 Policy Review

This Policy shall be reviewed at least every two years.