

# Hauser Lake Fire Protection District

## Policy Statement Computer Use

Effective: 11 /1 /10  
Revised: 10 /12/ 15

Policy #015

**Abstract:** This Employee Computer Use policy is designed to help employees and volunteers to understand management's expectations for providing employees' desktop, laptop and/or handheld/PDA computers for use by District employees/volunteers in carrying out their responsibilities and to help the employees/volunteers to use District resources wisely. Proper use of a district computer greatly increases the productivity of the user and provides an efficient electronic communication tool between employees and agencies, while saving significant time and money in the development of written or electronic "products" relating the functioning of District government. Unlawful or unauthorized use of district computers may increase costs and expose the District and/or the individual user to significant legal liabilities.

**Definitions:** Computer – Any desktop, laptop, handheld/PDA or mobile computer purchased or leased by the District which may or may not be assigned to an individual employee or department.

### Policy:

1. The computer is a tool for meeting the business needs of the department. It is District property and the agency has the right to monitor the use of such property at any time. Therefore, users should not have any expectation of privacy as to the use of District computers.
2. The primary purpose of district computers is to conduct official business. Employees may occasionally use district computers for individual, nonpolitical purposes on their time, if such use does not violate the terms and conditions of this policy or interfere with District business.
4. Users of district computers may not load, download or distribute pirated software or pirated data from any source, nor any inappropriate images.
5. Users may only load or download approved software with direct business use and must take all necessary actions to have such software properly licensed and registered as required. Downloaded software must be used only under the terms of its license.
6. Users may not load or download entertainment software and games, or play games from any source on District owned or leased district computers.
7. The District has the right to inspect any and all files stored in secured areas of District networks, on computing devices owned or leased by the District, or on any other storage medium provided by the District for District business (i.e. floppy disks, tapes, CD's, DVD's, and other media) in order to monitor compliance with this policy.
8. A District employee can be held accountable for unauthorized or illegal use of District owned or leased district computers. Such violations of this policy may result in disciplinary action.
9. Users are to ensure access to district computers is secure and limited to District employees for official business and make every effort to keep the machine clean and in good working order.

Approved by Lisa Wendle, Commission President, 10/12/2015