

## Sacramento Suburban Water District

**Electronic Mail, Internet and Computer Use Policy**

Adopted: September 20, 2004

Revised: December 20, 2010; January 28, 2013

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**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 District-related business only with no right or expectation of personal privacy

**200.00 Policy**

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

Use of District electronic communication and equipment for "Social Networking" is not permitted. Employees who may need to utilize social networking for District-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 District policy, or not in the best interests of the District.

Employees will not install personal software in District computer systems. All software on any District computer system must be licensed to the District. Any updates to existing software must be approved by the Information Technology Manager prior to installing the update. All electronic information created by any employee using any means of electronic communication is the property of the District and will remain the property of the District. Employees should understand that they have no right or expectation of privacy with respect to any messages or information created or maintained on the District'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 District's ownership of, or ability to access, the electronic information. Employees must not place stickers on laptop computers.

The District 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 District policy or any law, investigating theft, and monitoring disclosure of District information. The District 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 District-paid communication access, are to be used only for District-related business and not for any personal use.

Any employee who misuses the District'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 District's Records Inspection Retention Disposal, and Storage Policy (PL - Adm 002), Electronic Mail Management and Retention Policy (PL - IT 003) and Procedure (PR - IT 002), which sets forth the responsibilities of all District employees concerning the creation, removal, storage, and retention of e-mails that are designated as official District records.

### **300.00 Policy Review**

This Policy shall be reviewed at least biennially.