

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:
Date: March 23, 2020

Signature on File
Elfriede Roman, Superintendent

I. SUBJECT: COMPUTER, NETWORK AND INTERNET USAGE

II. PURPOSE:

To define the proper use of accessing the Internet, agency computers and the agency network.

III. REFERENCE:

Lake County Board of DD/Deepwood Policy B-5, Use of Agency Supplies and Equipment.

IV. DEFINITIONS:

- A. Virus scanning software:
Software which prevents destructive code from being loaded onto a computer's hard drive without the user's knowledge.
- B. The use of the Internet on Board computing resources is to provide aid in education, research, and business purposes of the Board as authorized by Administration. Administration will reserve the right to allow or disallow access.
- C. Privacy:
Employees have no interest, expectation, or right of privacy in any transmissions to and from agency equipment.
- D. Transmission of Data:
All data that is composed, transmitted, or received via Board computing resources will be considered the property of Lake County Board of DD/Deepwood and therefore no employee should assume any right to privacy.
- E. Information Technologies (IT):
Computer Department and all ancillary equipment and technologies.

V. POLICY:

- A.** The Board reserves the right to monitor Internet traffic, retrieve and read any data composed, sent, or received through our online connections and stored in any way on Board computing equipment including ALL removable media. Consequently, employees should always ensure that the information contained in any electronic correspondence is accurate, appropriate, ethical, and lawful. Data must not contain any material that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Information contained in aforementioned transmissions may be considered public and therefore subject to subpoena unless otherwise exempted. Therefore caution should be exercised when transmitting sensitive Board data or client information via electronic means.
- B.** Equipment users shall conduct themselves according to accepted network etiquette, and shall not engage in any discriminatory, antisocial, or unprofessional behavior. New employees shall acknowledge review of internet policies and procedure by signing an employee acknowledgement form (attachment A). Signed acknowledgements shall be kept in the Staff Development training file.
- C.** Appropriate care shall be taken when downloading information from the Internet. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Virus scanning software shall be in effect before any downloading is attempted. Only expected e-mail attachments should be opened and any attachment containing executables should be promptly discarded. (A warning message will be issued when the attachment is initially accessed.) Software and data received through the Internet may be subject to copyright and trademark restrictions; the user is responsible for proper use of this material. Software downloaded through the Internet shall be approved by the IT department prior to use, the same as if purchased.
- D.** All building/program managers share the responsibility for ensuring that Internet users within their program area abide by the provisions of this policy. All managers will be responsible for determining eligible users and access time limits.
- E.** Failure to comply with this policy may result in denial of employee's use of Board computing resources, including Internet access, and/or disciplinary action where appropriate up to and including termination of employment. Any violations of this policy should be reported immediately to the IT Department and employees will be held personally liable for infractions against this policy. The following is a non-exhaustive list of actions and activities that are prohibited and for which the employee will be held personally responsible:

COMPUTER, NETWORK AND INTERNET USAGE

- 1) Sending or posting discriminatory, harassing, or threatening messages or images, racial comments, ethnic slurs, or off-color jokes.
- 2) Sending or posting confidential material, trade secrets, or proprietary information of Lake County Board of DD/Deepwood without proper authorization.
- 3) Copying, pirating, or downloading software and electronic files without proper authorization.
- 4) Violating copyright, trademark, patent laws or licensing agreements.
- 5) Engaging in unauthorized transactions that may incur a cost to the Board or initiating unwanted Internet services and transmissions.
- 6) Sending or posting messages or material that could damage, defame, or slander any individual or entity including but not limited to the Board itself.
- 7) Participating in the viewing or exchange of pornography or obscene materials.
- 8) Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities.
- 9) Attempting to break into the computer system of another individual or entity.
- 10) Refusing to cooperate with a security investigation.
- 11) Passing off personal views as representing those of the Board.
- 12) Creating or maintaining personal Internet sites.
- 13) Use of agency computers for other than authorized purposes is strictly prohibited, including using the Internet or software for personal recreation or personal use.
- 14) Sharing any IT assigned or self-assigned computer passwords with anyone for any reason.

VI. DISTRIBUTION:

All Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President

V. REVIEWED:

03/20, 03/18, 03/17, 03/16, 03/15, 03/14, 03/12, 03/10, 03/08, 03/06, 10/03, 10/01, 6/00, 10/97