

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.04.12 USE OF SUPPLIES, EQUIPMENT AND NETWORKS

A. Supplies and Equipment

1. When supplies and equipment needed to perform job duties are provided by the Board, it is the responsibility of the employee to see that they are properly used and maintained. The use of Board equipment, machines and property for purposes other than Board business is discouraged. This includes, but is not limited to, the use of copying machines, computers, facsimile machines and telephones.
2. Each employee is responsible for any equipment assigned to him/her or his/her work area. Equipment or supplies removed from Board offices or premises must be recorded by the supervisor, noting when it is removed, when it is returned and the individual responsible for its return.
3. Misuse, neglect, theft, and/or abuse of supplies and/or equipment, including the use of electronic mail and voice mail, are prohibited. Accidents involving the misuse or abuse of equipment may be cause for disciplinary action.
4. Each employee is responsible for all keys and equipment assigned to him/her. Damaged or missing items, including lost keys, are to be reported to the program director immediately. An employee may be required to pay for lost or damaged equipment.
5. All keys and equipment must be returned upon termination of employment.

B. Computer Software, Data, Networks

1. It is the responsibility of each employee to ensure that computer software, hardware and networks they use that are owned, leased by or licensed to the Board are properly secured and access controlled.
2. No employee may misuse his/her authority over any such computer resources.
3. No employee may reproduce or make personal use of propriety software purchased by and licensed to the Board.
4. No employee may use the Board's computer resources for private purposes, including family and friends, or for playing games.
5. No software, data or information may be removed from the Board premises in any form, unless the removal is related to Board business.

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6. All computer software, data and information relating to the conduct and operation of the Board are considered proprietary information belonging to the Board and cannot be appropriated, altered, sublicensed, copied or used for other than Board business.

C. Use of Electronic Mail/Voice Mail

1. The electronic mail (e-mail), voice mail and other information systems of the County Board shall only be used as required in the performance of an employee's duties. Both e-mail and voice mail is the property of the Scioto County Board of Developmental Disabilities.
2. E-Mail/voice mail shall not be used in a way that may be disruptive, offensive to others, harmful to morale, or for private or personal reasons.
3. There is to be no display or transmission of sexually explicit images, messages, or cartoons or any transmission or use of e-mail for communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, gender, age, sexual orientation, disability, religious or political beliefs.
4. The e-mail/voice mail systems should not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, union correspondence and activities, or other non-job-related solicitations.
5. E-mail messages sent and received using Board equipment are Board property and may be public records. The Board reserves the right to monitor, access, and disclose all messages sent over its electronic mail system whenever there is a business need to do so.
6. E-mail text and voice messages relating to public business may also be public records and subject to disclosure in certain situations, even when transmitted on privately owned devices and networks.

D. Other Prohibited Acts

1. Copying, destroying, deleting, distorting, removing, concealing, modifying or encrypting messages, files, or other data on any Board electronic device, network or other communication systems without authorization;
2. Attempting to access or accessing another employee's computer, computer account, email or voice mail messages, files or other data without authorization

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3. Downloading, uploading, installing or distributing pirated software, music or games, as well as viruses, worms, Trojan horses and the like
 4. Conducting illegal activity, including but not limited to gambling, and
 5. Solicit or promote commercial ventures, religious or political causes, outside organizations, or any other non-job-related activities.
- E. Violation of any part of this policy will subject the employee to appropriate disciplinary action.

Replaces PPM 4.05 Use of Supplies, Equipment and Phones and PPM 4.08 Use of Electronic Mail-Voice Mail.