



MASON COUNTY FIRE DISTRICT #4

TITLE: COMPUTER USE

CHAPTER: 2000 NUMBER: 2060 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

Discussion and Purpose

Mason County Fire District #4 provides many of its employees with access to computers, computer-related hardware and software and networking systems such as electronic mail ("e-mail") and the Internet to assist employees in conducting business and serving the public. With such equipment and systems, employees are in a better position to prepare documents, purchase necessary supplies and services, communicate with others and obtain useful information. Most employees enjoy the added efficiency and capabilities that these resources provide in the work environment. At the same time, it is important to remember that such equipment and systems are the property of the **Fire District**. This Computer Use Policy (hereinafter "Policy") provides guidance to all employees regarding the appropriate use of computers, computer-related hardware and software, e-mail and the Internet.

Coverage

This Policy applies to all members of the Fire District.

Computer User Identification/Password

Computer user identifications, passwords and account numbers should not be shared with others, except that each employee must provide such information to his/her supervisor so that computer systems and files can be accessed when the respective employee is unavailable. Each employee is responsible for all activity conducted through use of his/her computer user identifications, passwords and account numbers.

No Expectation of Privacy

Employees should not have any expectation of privacy in the electronic communications and files maintained and stored on computer systems. Such computer systems and the electronic communications and files stored therein are the property of the district. The District reserves the right, through appropriate personnel, to inspect and copy all such electronic communications and files at any time without notice to or consent of the respective computer user.



MASON COUNTY FIRE DISTRICT #4

Confidentiality

Confidentiality or a lack thereof, is an issue that should be considered when using the district computer systems. The potential exists that an unauthorized user will access confidential and/or sensitive information on the computer systems. Additionally, many of the electronic communications and files stored and maintained on computer systems are considered “public records” subject to disclosure under Washington State law. Employees should keep this in mind when dealing with confidential and/or sensitive information (e.g., performance reviews, disciplinary matters, health and medical information, attorney-client privileged communications). In those situations it may be beneficial to use other means to develop, communicate or receive such information.

Prohibited Uses

District owned computers, computer-related equipment and accessories, computer hardware and software and networking systems utilized on computers must only be used primarily for District business.

Examples of prohibited uses include, but are not limited to, the following:

- a. Any form of private commercial use (i.e., conducting a private business enterprise utilizing computer systems);
- b. Violations of copyright, trade secrets or other intellectual property laws (i.e., downloading copyrighted material from the internet without prior authorization);
- d. Communication of information that is inappropriate for the workplace (i.e., using e-mail to send vulgar or obscene messages; accessing obscene material on the internet; using e-mail to send harassing, derogatory or discourteous messages);
- e. Political purposes (i.e., preparing campaign material on a District computer that advocates for or against a political candidate or ballot measure);
- f. Religious purposes (i.e., using e-mail to communicate messages promoting religious institutions or activities);
- g. Inappropriately interfering with or disturbing the operation of computer systems (i.e., installing unauthorized software; distributing unsolicited advertising; propagating computer worms or viruses; distributing quantities of information



MASON COUNTY FIRE DISTRICT #4

meant to overwhelm computer systems; attempting to gain or gaining unauthorized access to any part of computer systems);

- h. Attempting to access or accessing another employee's computer files without prior authorization from the employee or appropriate management personnel; and any use that is in violation of local, state or federal law.
- i. If an employee has any doubts about whether a particular activity is inappropriate, then the employee should ask his/her supervisor or the Fire Chief.

Administration and Operation of the District Computer Systems

The Fire Chief or his/her designee(s) is responsible for administering and operating of the district computer systems. Such responsibilities include, but are not limited to the following:

- a. Review and approval of computer hardware and software purchases;
- b. Setup of computer hardware and installation of computer software;
- c. Development, implementation and maintenance of security procedures to insure the integrity of computer systems;
- d. Monitoring of all computer activity, including internet and e-mail usage, to ensure that such activities are in accordance with acceptable performance standards and comply with This Policy;
- e. Denial/withdrawal of access to computer systems when an employee is engaged in activities that violate this policy or when otherwise necessary for the operation of computer systems;
- f. Notification of appropriate management personnel of violations of this policy;
- g. Removal of inappropriate software and files from computer systems; and
- h. Train employees regarding the proper use of computer systems.

Discipline for Violation

Any violation of this policy shall be considered just cause for disciplinary action, up to and including termination.



MASON COUNTY FIRE DISTRICT #4

EMPLOYEE ACKNOWLEDGEMENT OF COMPUTER USE POLICY

As a member of Mason County Fire District #4 I understand that the confidentiality and protection of the Fire District's information is of the utmost importance. I have read and understand Mason County Fire District #4's policy on Computer Use.

If I receive a password for access to e-mail, voicemail, the Internet, or any system of electronically stored computer information, I will use it only for authorized purposes. I agree not to use a code, access files, or retrieve any stored communication other than where explicitly authorized unless there has been prior clearance by an authorized representative of the Fire District. I will notify my supervisor immediately if I believe that another person may have unauthorized access to my password.

I understand that all information stored in, transmitted or received through the computer systems, either printed or computer information is the property of the Fire District. I further understand that authorized representatives of the Fire District may monitor the use of the computer systems of printed or computer information from time-to-time to ensure that such use is consistent with the policies and interests. Further, I am aware that use of a provided password or code does not in any way restrict the Fire District's right or ability to access electronic communications.

Name

Signature

Date