

**PRO-302.10
ACCEPTABLE USE OF TRWD INFORMATION TECHNOLOGY RESOURCES
ADMINISTRATIVE PROCEDURE**

1.0 Purpose.

The purpose of this Administrative Procedure is to implement Section 302.3.1 of the TRWD Board Policy on Employee Standards of Conduct and Code of Ethics by establishing guidelines for the appropriate use of Information Technology (IT) resources. This ensures that TRWD maximizes the value and effectiveness of its investment in IT and electronic assets

2.0 Scope.

IT Resources encompass all owned hardware and software used for TRWD business purposes. These include, but are not limited to, desktop computers, servers, cloud data stores, mobile computing devices such as laptops, tablets (iPads), wireless hotspots, and software such as email, SharePoint or Microsoft Office documents. This Administrative Procedure applies to all departments, divisions, and offices within TRWD, and to all TRWD employees.

3.0 Acceptable Use.

Acceptable use of TRWD IT Resources must be legal and ethical and conform to the purpose, goals and mission of TRWD. Acceptable use must demonstrate respect for intellectual property, TRWD's ownership of all information created using TRWD IT Resources, network/system security measures, and individuals' rights to privacy and freedom from harassment and discrimination.

All use of, and communications through, TRWD IT Resources will:

- Be respectful, courteous and professional.
- Protect the privacy and confidentiality of others where appropriate.
- Uphold all applicable laws.
- Comply with all administrative procedures, procedures and standards of TRWD including the TRWD Records Retention Schedule.

Users may use TRWD's IT Resources for incidental and occasional personal use, provided that such use does not result in increased costs to TRWD, does not put TRWD at an increased level of risk, complies with this administrative procedure and does not interfere with the business of TRWD. TRWD will not be responsible for any loss, compromise or corruption of personal data that may occur as a result of non-business related activity.

Unacceptable activity examples

The following list provides some examples of unacceptable use for reference:

- Engaging in any illegal activity.

- Knowingly disseminating or purposely viewing harassing, abusive, malicious, sexually suggestive or explicit, threatening or illegal information, including jokes, cartoons, or photos.
- Using TRWD IT Resources for personal business activities, such as personal commercial use, advertisements, solicitations or promotions.
- Using TRWD IT Resources to send messages expressing controversial, potentially offensive and/or defamatory comments about individuals or groups.
- Downloading or using data or software of others that violates software/data licensing, copyrights or trademarks.
- Disclosing any sensitive information about people or systems. This includes passwords or security means and methods in place at TRWD.
- Downloading or using any software that is not approved for use by TRWD.
- Degrading performance of the District's IT Resources or system.
- Excessive extended use of District-owned cellular hotspots (e.g. MiFis) for personal internet access including streaming media and other non-District related functions.
- Making unauthorized copies of District information and/or distributing District information to unauthorized persons outside the District.
- Gaining access to District systems for which an employee does not have authorization.

4.0 Responsibilities.

These guidelines apply to all TRWD employees, contractors, and third-party staff that are given any level of access to TRWD IT Resources.

5.0 Violations.

TRWD may monitor any and all use of TRWD IT Resources to ensure system integrity, security, and compliance with this administrative procedure. Violation of these guidelines by any person shall be subject to appropriate legal or disciplinary action up to and including discharge as determined by the General Manager or his appointee.