



Use of Computers Electronic Mail and Voice Mail Policy

Purpose

The District makes every effort to provide its employees with the best available technology. In this regard, the District has installed computers, electronic mail and voice mail. This policy is to advise employees on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages sent or received by District employees using the District's equipment. It also sets forth the proper use of the computer, voice mail, and electronic mail systems provided by the District.

The District intends to honor these policies but reserves the right to change them at any time with or without prior notice, if any, as may be reasonable under the circumstances.

Policy

The District's company property, including computers, electronic mail and voice mail, should only be used for conducting District business. Incidental and occasional personal use of company computers, voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

Company Access to Computers, Voice Mail and Electronic Mail

Although employees have to use certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are considered company records. Therefore, the District must and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems without prior notice. Because the District reserves the right to obtain access to all voice and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that the District or its designated representatives will not have a need to access and review this information stored on their computer, whether the information is contained on a computer hard drive, computer disks, or in any other manner will be private.

Monitoring

The District has the ability to, but does not regularly, monitor voice mail or electronic mail messages. The District will, however, inspect the contents of computers, voice mail or electronic mail in the course of and investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other

less intrusive means.

Disclosure

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by the District if necessary within or outside of the organization.

Consent

The Senior Director, Organization Effectiveness or the Director, Human Resources will review any request for access to the contents of an employee's computer, voice mail, or electronic mail prior to access being made without the employee's consent.