

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Director Electronic Device Policy
POLICY NUMBER: 4100
ADOPTED: 07/10/17
REVIEWED: 05/09/17, 06/13/17, 10/08/19
REVISED: 11/12/19

4100.10 Purpose

At the Regular Meeting of the Board of Directors on March 27, 2017, the Board approved the purchase of electronic devices for the Directors at a maximum cost of \$300 per device. Use of an electronic device will assist the McCloud Community Services District (“MCS D”) Board of Directors in the efficient performance of their duties.

4100.20 Policy

4100.21 Receipt of Electronic Devices

MCS D will furnish any Director an electronic device upon request, cost not to exceed the approved budget. Any additional accessories, such as keyboards, styluses, screen protectors, cables or adapters, shall be at an individual Director’s own expense and shall remain the property of the Director at the end of their term. Directors will be issued appropriate MCS D e-mail accounts. Software for e-mail, file management, document processing, etc. will be installed by MCS D’s current IT technicians on the device and shall be used for MCS D’s official business only.

4100.22 Care of Tablets

Each Director is responsible for the general care and maintenance of the device that has been issued. The Director should follow the manufacturer’s recommended guidelines for the appropriate care. Devices that malfunction or are damaged must be reported promptly to MCS D. MCS D will be responsible for having the malfunctioning unit repaired. If, due to the Director's misuse or neglect, the tablet is stolen or lost, the Director shall replace the electronic device at the Director’s cost. Devices that have been damaged from misuse or neglect may be repaired by MCS D with the cost borne by the Director. If the repair cost exceeds the cost of purchasing a new device, the Director shall pay the full replacement value. Cause of malfunction will be determined the IT technician.

4100.23 Software on Electronic Devices.

The software and applications installed by MCSD must remain on the tablets in usable condition and be readily accessible at all times. Directors may be required to return their devices to the MCSD IT technician for periodic updates and maintenance. Any software, e-mail messages or files downloaded via the Internet into MCSD's systems become the property of MCSD and may only be used with applicable licenses, trademarks or copyrights. If technical difficulties occur or illegal software is discovered, the electronic devices will be wiped clean and restored to factory default. MCSD does not accept responsibility for the loss of any software, electronic content or documents deleted due to a wipe and restore.

4100.24 Acceptable Use and Compliance with Policy

The electronic devices, Internet and e-mail access are tools provided for conducting MCSD business only. All of MCSD's systems, including the electronic devices, are considered to be public property until the end of the Director's term. All documents, files and e-mail messages created, received, stored in, or sent from any MCSD device may be considered public records, subject to disclosure to the public pursuant to the California Public Records Act with only limited exceptions, and are considered the property of MCSD.

4100.241 The device and all data and applications contained on the device are intended for MCSD business and are the property of MCSD, regardless of the content and including any personal communications or personal data. MCSD reserves the right to inspect any and all files stored on the device in order to ensure compliance with this policy. By acknowledging the receipt of the device, the Director understands that the device and all data and applications contained therein are not private or confidential. The Director should have no expectation of privacy with respect to any use of the electronic device or its applications

4100.242 All MCSD Electronic Media Use and Telephone Policies will continue to apply to a Director's conduct on the Internet and in the use of e-mail. A Director's use of the device could constitute actions on behalf of MCSD and thereby expose MCSD to risk of liability.

4100.243 Board of Directors shall not use the tablets in any way as to violate federal, state, or local laws, including but not limited to, the public meeting requirements of the Brown Act.

4100.244 Directors shall not use the device to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

4100.25 Retention of Tablets at End of Term/Service

When a Director successfully completes his or her full term of service, he/she may purchase their electronic device for of \$150.00. After backing up appropriate files, the electronic device will be wiped clean of any and all MCSD information and restored to factory defaults.

I, the undersigned Director of McCloud Community Service District, have been provided a copy of McCloud Community Service District's Director Electronic Device Policy for Board of Directors and understand its contents fully. I understand and accept the terms of this Policy and agree to abide by all terms contained in it.

Director Name (please print)

Director Signature

Date

Attest
