



# POLICY

## Use of Information Technology Resources Policy

---

Adopted date: May 11, 2022	Amended date:	Next Review: 2028
----------------------------	---------------	-------------------

### OBJECTIVE

To confirm to all District staff what is acceptable what is unacceptable in using Information Technology Resources owned by the Van Anda Improvement District (VAID).

### DEFINITIONS

“District” means Van Anda Improvement District

“Staff” for purposes of this policy means members of the Board of Trustees, public members appointed to standing and select committees of the Board of Trustees, employees, and volunteers engaged by the District.

### SCOPE

All VAID employees, Trustees and volunteers.

### POLICY

Information Technology Resources includes, but is not limited to computer hardware, software, and services; network systems and services (including internet connections); District provided mobile devices; printers; modems; and other peripheral equipment.

The Information Technology Resources of the District are to be used for the purpose of aiding District staff in fulfilling the responsibilities of their positions.

### PERSONAL USE

Except as otherwise authorized, personal use of the District's Information Technology Resources is not permitted without first obtaining the permission of the Administrator or the Fire Chief. If personal use is permitted and if the cost of consumables used is material, the cost of consumables used for personal purposes will be reimbursed to the District.

At its sole discretion and expense, the District may make available to staff a work station and internet connectivity for personal use while at the worksite. Personal use of these facilities will be done on an employee's own time during authorized breaks or before or after the end of the work day.

Employees must understand that the use of the District's Information Technology Resources for personal purposes may not remain private or secure and they do so at their own risk.

### RELATED DOCUMENTS

- Internet Access and Use Policy