

Stark County Board of Developmental Disabilities

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ELECTRONIC COMMUNICATION

POLICY

The purpose of this policy is for the security of both Board employees and the Board. This policy is to meet the Board's business needs, mission, and objectives.

Any employee who violates this policy or any accompanying regulations will be subject to discipline, including termination from employment.

All computers, hardware, software, mobile devices, telephone, and facsimile (FAX) systems are the property of the Stark County Board of Developmental Disabilities. All electronic communication transmitted, received and stored is the property of the Board.

The Board has the right to and will monitor, intercept, review, access, retrieve and disclose any electronic communication, including any product of such communication on the Board's email system, Internet connection or facsimile system. Employees' and contracted service providers' use of Board computers, e-mail, Board provided mobile devices and Internet is at all times limited to official business with the limited exceptions listed in this paragraph. The ordering of any items on the Internet for personal use is prohibited. The Board recognizes that while at work, on occasion a user may need to contact a family member or other person. Reasonable personal use of the Board's electronic communications systems is permitted, so long as such use does not: interfere with Board business, relate to a personal business venture, relate to personal legal proceedings, or otherwise violate this policy or any other policy of the Board.

Entering computer games or software for personal use is strictly prohibited on the Board computers or laptops.

Every authorized user of electronic communications systems must not attempt in any way to breach security, including but not limited to passwords and standards, electronic communications, internet usage, intranet usage, remote access, virus protection, mobile device protection and the like. Divulging of one's access password to another individual is strictly prohibited.

Misrepresenting, obscuring, suppressing or replacing a user's identity on an electronic communications system is forbidden. The user name, electronic mail address, organizational affiliation and related information included with electronic messages or postings must reflect the actual originator of the messages or posting.

Any electronic communication of Protected Health Information (PHI) must comply with the Board's policies and procedures for compliance to Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Blanket forwarding of unofficial messages to parties outside the Board intranet is prohibited. Should an unsolicited or unknown source message be received, it is to be

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promptly discarded without forwarding to anyone and/or without response in any manner to the originator.

Electronic messages are not to contain defamatory, sexually oriented, obscene, harassing, threatening, illegal or fraudulent language.

Each facility telephone system is dedicated to the business of the Board; however it is acknowledged that the personal use of the facility telephone system is acceptable during the employee's scheduled break and for emergency situations. Use of personal electronic equipment including mobile devices during break periods is likewise acceptable.

Also See Board Policy 4.50 referencing Cell phones, Smart Phones, Tablets and Personal Devices

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	Information Technology Manager
6/20/03	6-55-03	
3/28/15	03-19-15	
5/22/18	05-29-18	