PORT SAN LUIS HARBOR DISTRICT
POLICY HANDBOOK

POLICY TITLE: **Internet Use**
POLICY NUMBER: **3094**
APPROVED: **November 16, 2021**

3094.10   PURPOSE

To develop policies surrounding Port San Luis Harbor District (District) employee use of the District's Internet resources.

3094.15   SCOPE

This policy applies to all employees of the District.

3094.20   OVERVIEW

While the resources and information available on the Internet are vast and in most cases very helpful, it is important to realize that the usage of many of the services available on the Internet can easily be abused. This usage policy is designed with some guiding principles in mind:

- Provide the technical capability to access the resources on the Internet,
- Provide manageable and enforceable guidelines for managers and employees to follow in using the available Internet resources,
- Provide the understanding that access to the Internet is a privilege, and is subject to acceptable use in support of the business goals and objectives of the District.

Internet Usage Guidelines:
The guidelines presented here will provide District employees with a definition of the corporate policy regarding Internet access and usage. The guidelines are designed around the need to be flexible depending upon an individual department's needs. These guidelines are organized to reflect the responsibilities of the key groups involved in any Internet access. These sections will both describe established Internet policies as well as provide general guidelines toward Internet usage.

3094.25   DISTRICT RESPONSIBILITIES

    A.   Maintain Internet connection
            The District will provide access to Internet resources.

    B.   General audits of Internet activity, abuses, security

The District will use network management tools to analyze both inbound and outbound Internet usage. Any unusual activity or behavior will be reported immediately to management and, in turn, department management where appropriate. The District will reserve the right at all times to eliminate Internet access on a per individual basis when required or if security is at risk, disconnect Internet service completely without warning.

C. Disallow access to questionable material
The District will provide only business-pertinent information on District based Internet servers. In addition, District will attempt to limit any outside accesses to any Internet material that could be considered questionable or illegal.

3094.30 DEPARTMENT MANAGEMENT RESPONSIBILITIES

A. Approve employee use of Internet tools and services
While the District will make certain Internet desktop systems available to employees, it is up to department managers to determine whether employees have a business need in accessing Internet resources. Department management will also need to approve employee requests for Internet access. No computer software tools installation is allowed without the Harbor Manager approval.

B. Establish department rules regarding Internet usage
It is up to individual department management to determine the rules, either at a group or individual level, of what Internet access is allowed within their own departments. If the District has any question about an employee's use of Internet services, it will confer with that employee's manager/supervisor to determine if Internet access is acceptable. Some examples of issues that must be addressed at a department level include:

After hours policies (for personal use)
Copyright policies
Message posting policies
District representation policies

The Harbor Manager will reserve the right to override department Internet access guidelines if employees abuse or security risks deem it necessary.

C. Management of employee use of Internet services
Just as a manager is currently responsible for monitoring their employee's general work activity, including their use of District systems and equipment, the same rules apply with employee Internet access. Any abuses of Internet activity will need to come from this type of monitoring. Any unusual patterns or abuses that the District can detect through standard monitoring will be reported immediately.

3094.35 EMPLOYEE RESPONSIBILITY

A. Only use Internet services as a business tool
The District Internet connection is provided as a means of accessing relevant information that may assist in the business operations of the District. It is the employee's obligation to use the Internet services only for that purpose. Where department policies allow other types of use, employees may follow those policies.

B. Adhere to District software licensing and distribution policies
Employees will have the ability to access large amounts of software via the Internet. While most of this software is freeware or shareware, it is in most cases still copyrighted and employees must first gain approval from District management before this software can be used on any District computer system. In no case should any commercial software be downloaded or distributed over the Internet. In addition, no employee has the right to distribute any District copyrighted software or documentation via the Internet.

C. Pay attention to Internet information copyrights and credibility
Just as you would be legally responsible for quoting references of printed information, such are the rules with Internet-derived information. Unlike printed material, much of the information on the Internet is completely free of copyright, but it is still the employee's responsibility to determine the copyright or ownership status of any information retrieved. In addition, employees are encouraged to validate any information they derive from Internet resources. Most of the information available is posted without any formal validation checking and therefore can be completely valid or untrue. Information should be questioned with regard to bias and validity as rigorously as any printed material.

3094.45 SUMMARY

The intent of this document is to give specific guidelines on the responsibilities of employees and managers in the use of District Internet resources. This policy is subject to change at any time, as is District support of any Internet resources. Questions regarding this policy should be directed to Department Heads or the Harbor Manager.

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<u>RECEIPT OF INTERNET POLICIES</u>

I have read and fully understand the Internet policies of Port San Luis Harbor District and agree to uphold those policies. Additionally, I understand that abuse of these policies will be subject to disciplinary actions up to and including termination.

_____   _____
          Signature   Date