

SECTION XXV: USE OF OFFICE EQUIPMENT, COMPUTERS AND COMPUTER SYSTEMS

1. GENERAL POLICY. Cottonwood Heights Parks and Recreation Service Area provides miscellaneous office equipment and computer equipment for employees use. Employees are required to use these devices appropriately and must abide by the Service Area's policies established for any type of usage, electronic storage, electronic communication and internet usage.
 - A. FAX and Copying Machines. Any employee desiring to use Cottonwood Heights Parks and Recreation Service Area owned FAX or copying machines for items of a personal nature may do so after paying for such use at the employee rate which is in effect at the time of use.
 - B. Postage Meters. Any employee desiring to use Cottonwood Heights Parks and Recreation Service Area owned postage machines for items of a personal nature may do so after paying for such use at the appropriate rate which is in effect at the time of use.
 - C. Telephone calls.
 - (1) Employees may use Cottonwood Heights Parks and Recreation Service Area owned telephones for local personal calls judiciously. Local telephone calls will be limited to necessity and must not disrupt the carrying out of employee responsibilities.
 - (2) Cell Phones. Employees are permitted limited, appropriate use of their personal cell phone while working on premise. Use of personal cell phone must not distract employee from their duties and responsibilities or cause a safety concern to either employee or patron.
 - (a) Any use of the Service Area's WiFi system on an employee's cell phone, must be followed in conjunction with CHPRSA's policies governing appropriate workplace conduct and behavior. (Refer to section D-3 below).
 - (b) Use of personal cell phones for work purposes (via texting, emailing, etc.) is considered a business record of CHPRSA and may be subject to discovery in the event of litigation or GRAMA requests.
 - D. Computer Systems, E-mail and Internet (WiFi) Usage.
 - (1) All technology provided by CHPRSA, including computer systems, company-related work records and any other information stored electronically or in a cloud service device, is the property of CHPRSA and not the employee.

- (2) CHPRSA reserves the right to monitor computers, programs on devices, email and internet usage using any legal means. This includes data usage restriction or tracking, website monitoring and tracking, blocking websites or content deemed dangerous or unnecessary and reviews of computer content and files. All data stored on, and software developed on, CHPRSA owned computer equipment or cloud storage is the property of CHPRSA and may be viewed/reviewed by the Executive Director, or designee, at any time.
- (3) No pornographic or sexually explicit material shall be accessed, stored, or viewed/reviewed on Cottonwood Heights Parks and Recreation Service Area owned computer equipment or using Service Area WiFi.
- (4) Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from Administration. All files or software should be passed through virus-protection programs prior to use.
- (5) Personal use of Cottonwood Heights Parks and Recreation Service Area owned computer systems is permitted only when all of the following criteria are met.
 - (a) The use offers an opportunity for the employee to increase the employee's job-related knowledge and skills.
 - (b) The employee is not compensated for the work performed, unless the employee has received prior written approval by the Director, or designee.
 - (c) The employee pays for the cost of consumables and other attendant expenses (paper, computer on-line/access charges, etc.).
 - (d) The employee uses the computer system after hours, or on the employee's personal time.
 - (e) The employee does not use the computer system for permanent storage of data.
 - (f) Do not access or attempt to use any copyrighted material or program where the intention is to access such material.
 - (g) Use does not conflict with the employee's Cottonwood Heights Parks and Recreation Service Area responsibilities or normal Cottonwood Heights Parks and Recreation Service Area business.

- (h) No personal games or personal programs are to be installed on Cottonwood Heights Parks and Recreation Service Area computers.
 - (h) No downloading of personal information onto Cottonwood Heights Parks & Recreation Service Area computers. Likewise disabling or attempting to bypass antivirus or other security programs or items is prohibited.
 - (i) The use has been approved by the Executive Director, or designee.
 - (j) Any unusual computer behavior or suspicious activity should be reported immediately.
- (6) Use of the company's electronic communications (email and/or chat tools) should be job-related and not for personal convenience.
- (a) CHRPSA reserves the right to examine, monitor and regulate e-mail and any other electronic communications administered through CHRPSA's communication networks.
 - (b) External/internal e-mail and other electronic communications are considered business records and may be subject to discovery in the event of litigation or GRAMA requests. Employees must be aware of this possibility when communicating electronically within and outside of the Service Area.
 - (c) All CHRPSA outgoing e-mail communications must reflect a professional workplace and may not include any type of derogatory, harassing or inappropriate content.
 - (d) Any type of email containing disparaging, abusive, profane or offensive language is strictly prohibited.
 - (e) An employee who does not conduct electronic communications in an appropriate manner may be subject to disciplinary action up to including termination.
- (7) Internet (Wifi) use on CHRPSA computer network must be used in an appropriate, ethical and professional manner.
- (a) Employees are prohibited from visiting any internet sites which contain any pornographic, sexually explicit or inappropriate materials.

- (b) Employees may not use CHRPSA’s network to engage in any illegal activities including but not limited to gambling, piracy, cracking, extortion, hacking, blackmail, buying copyright infringement, etc.
- (c) Employees may not be involved in, contribute to or relay CHRPSA information on any social media, software app, or network which is deemed inappropriate or derogatory.
- (d) An employee who is involved in the production of any social media, software app, or network literature which may be considered inappropriate or could portray a misrepresentation of CHRPSA may be subject to disciplinary action up to including termination.
- (e) CHRPSA reserves the right to monitor internet usage and may block inappropriate sites deemed potentially dangerous or unnecessary.

E. Inappropriate Content. For the purposes of this policy, “inappropriate” or “inappropriate content” means content that is unrelated to the business of the Service Area and also unlawful, harmful, obscene, vulgar, indecent, pornographic, offensive, defamatory, threatening, abusive, hateful, liable to incite racial hatred, menacing, or invasive of another’s privacy.

APPROVED AND PASSED THIS ____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Ben Hill, Executive Director

BOARD OF TRUSTEES

By: _____

Bart Hopkin, Chairperson