

YUBA COUNTY WATER AGENCY

Computer Use Policy for Agency Provided Computers to Board Members

Adopted: May 4, 2021

1.0 Purpose

This policy establishes a framework for the use of a Yuba County Water Agency (Agency) provided laptop computer by members of the Board of Directors (Board Members and Board, respectively). An Agency-provided computer is intended for the Board Member's use while conducting official business on behalf of the Agency. This policy applies to Board Members who determine they have a need to, and request to, utilize an Agency provided laptop computer.

2.0 Policy

It is the policy of the Agency that Board Members may request and be assigned a laptop computer (laptop) for use while conducting official business on behalf of the Agency, pursuant to the following conditions:

- a. Laptops are for the exclusive use by the Board Member to whom they are assigned, for the exclusive purpose of conducting official Agency business.
- b. Board Members are responsible and accountable for the protection and appropriate use of the laptop hardware and software.
- c. Board Members shall immediately release to the Clerk of the Board of Directors or Administrative Manager any documents, data and other Agency related materials stored on the laptop in compliance with any request submitted to the Agency pursuant to the California Public Records Act, or a written declaration if no records exist.
- d. Board Members shall not attempt to repair the laptop hardware or troubleshoot software issues without prior authorization by the Agency Information Systems Manager (IS Manager) or his or her designee.
 - i. Repairs or in-depth troubleshooting requiring physical contact with the laptop will be by appointment with the Agency Information Systems department and scheduled through the Clerk of the Board of Directors.
- e. Board Members shall not download any software, information, or programs or utilize unauthorized hardware on the laptop without prior authorization of the IS Manager or his or her designee.
- f. Board Members are solely responsible for the content of all text, audio, video and images they make available on social media platforms, in email or electronic text form, on posts or other forms of distribution over the internet or any other means.

- g. Members are prohibited from using the laptop to text, post, email, distribute, or publish any information that violates applicable laws or Agency policies.
- h. When travelling with the laptop on official Agency business, Board Members must use good judgement and adhere to the following guidelines. Board Members shall
 - i. Keep the laptop in their possession when feasible.
 - ii. When traveling by vehicle, lock the laptop in the trunk when travel begins. and remove upon reaching your destination. Be cognizant of extreme heat or extreme cold conditions when storing the laptop in a vehicle for long periods of time.
 - iii. Ensure the laptop is not left in a location where it is exposed or viewable when not in the possession of the Board Member, including in a hotel room or in a vehicle.
 - iv. Shall not leave the laptop in the care of any other person, including parking valet or hotel personnel.
 - v. When staying at a hotel, lock the laptop in the safe, if one is available. If a safe is not available, store the computer out of open view.
 - vi. When flying, the laptop shall not be stored or packed in checked baggage. The laptop shall remain in the possession of the Board Member at all times and brought onto the aircraft with you in compliance with all airport security protocols.
 - vii. Ensure password security features are enabled and that passwords remain secure and confidential.
- i. Laptops will not have access to the Agency's internal computer network and may have restricted administrative rights as directed by the IS Manager.
- j. Board Members' use of Agency computers and technology shall be subject to and must comply with the computer, technology, Internet, and email usage related provisions of Agency Human Resources Policies and Practices Manual section 1.1.

3.0 Training and Technical Assistance

- a. Board members shall contact the Clerk of the Board of Directors or designee as needed for training on the usage of the laptop **and** for instructions for timely troubleshooting of technical problems.
- b. Periodically, an assigned laptop will require updates of installed software. Prior to assignment, the laptop will have pre-scheduled rules for installation of each update. Laptop users shall not modify the update schedule and permit updates to install completely as required to maintain proper working order and security.
- c. The Agency is not responsible for technical issues and damage to equipment as a result of a member connecting the laptop to a third party device such as a computer mouse, printer, scanner, computer monitor or portable memory device not approved by the IS Manager or otherwise provided by the Agency.

- d. Board Members shall not connect to unknown or untrusted wireless or wired networks.

4.0 References

Each board member accepting an agency provided computer shall sign and submit the *Agency Provided Computer Use Policy Acknowledgement Form* herein prescribed as **Exhibit A**.

5.0 Responsible Department/Division

Administration - Information Systems

6.0 Date Adopted, Last Revised, and Next Review

Original Adoption: May 4, 2021	
Last Revised: N/A	Next Review: May 2023

ATTACHMENT - EXHIBIT A
Agency Provided Computer Use Policy Acknowledgement Form



EXHIBIT A

Yuba County Water Agency Agency Provided Computer Use Policy Acknowledgement Form

As a member of the Yuba County Water Agency Board of Directors, I have read and have been informed of the content, requirements, and expectations of the Agency Provided Computer Use Policy. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my use of the computer.

I understand and accept my obligation to contact the Clerk of the Board of Directors or designee promptly to receive instructions when I experience any technical issues with the laptop or loss/theft thereof.

I further understand that any violation of this policy may result in a suspension of use or permanent revocation of the assigned laptop computer. I will return the laptop and any related equipment provided by the Agency promptly upon request or at the end of my term as a Board member.

Board Member Signature: _____

Printed Name: _____

Date: _____