

**Cache Mosquito Abatement District
Electronic Media and Services Policy**

This policy refers to all electronic media and services provided by the Cache Mosquito Abatement District (CMAD), such as but not limited to: computers, e-mail, cell phones, voice-mail, on-line services, and the internet. With the rapidly changing nature of these media and services, this policy is a guide and cannot cover every situation. This policy can be updated and/or changed as the Board of Trustees deems necessary.

As used in this policy, 'employee' includes those receiving a wage from CMAD, volunteers acting in an official capacity, and contractor personnel using CMAD equipment. Employees are given access to electronic services to enhance their ability to communicate with each other as well as others and to effectively use the resources available through electronic means, and, therefore, must conduct themselves as they would in any other form of business communication on behalf of the district. Employees must respect the confidentiality of other people's electronic communication and must not attempt to break into other systems, passwords, files, or computer/network security measures.

It is also the policy of the CMAD Board to maintain the right of access to retrieve, monitor, read employee communications, and disclose any and all messages communicated through electronic means when district-owned equipment is used. Regardless of the intent of the message (business or personal), any employee involved has no right to privacy, or to the expectation of privacy, concerning the content of any message or the intended destination of any message.

Employees must not knowingly transmit, receive, or store any communications that could be interpreted as unlawfully discriminatory, harassing, defamatory, threatening, obscene, sexually explicit, or illegal or against any policy of the district. Employees may not send e-mail, text, or other electronic communications that try to hide the identity of the sender or that represent the sender as a different person, nor shall employees disclose confidential or privileged information through electronic communications.

The occasional use for personal, non-business purposes is understandable and acceptable, within the guidelines set forth above. Violation of this policy, like all district policies, subjects an employee to disciplinary action up to and including termination, as appropriate. Users of the district's electronic media, by signature below, acknowledge these conditions and consent to and agree to follow them.

The undersigned has read and understands this policy and agrees to use the district's electronic media within the guidance of this policy.

Employee Signature: _____ Date: _____

Printed Name: _____

Trustee Signature: _____ Date: _____

Updated by unanimous vote of the CMAD Board of Trustees on February 25, 2016.

/s/ Elaine Nelson
Board Chairman

2/25/2016
Date

Attested to by: /s/ Terrie L. Wierenga
Clerk