

SAN GORGONIO PASS WATER AGENCY
BOARD OF DIRECTORS
TECHNOLOGY USE POLICY
FOR
AGENCY-OWNED ELECTRONIC DEVICES

Adopted October 11, 2021

1. **Application of Policy:** This Policy applies to members of the Board of Directors of the San Gorgonio Pass Water Agency. The issuance of Agency-owned computing devices (“Devices”) is beneficial to the Agency as it will assist Directors in the efficient performance of duties on behalf of the Agency.
2. **Devices:** Each Director will be issued one Device during their term. The Agency will coordinate the issuance of the Device with each Director. Any loss or damage of the Device will be the responsibility of the Director. Directors shall only use Agency-owned Devices for Agency business and not for any other purpose
3. **Cellular Plan:** Cost for a limited cellular data plan will be provided to allow Directors to access Agency information wirelessly. Use of the data plan is subject to the same restrictions as the use of the Agency-owned Device itself.
4. **Apps And Data:** All Agency-provided apps, data, and services (such as email and calendars) will remain the property of the Agency and may be accessed, altered, or removed by the Agency at any time. All information on any Agency-owned Device used for Agency business may (with limited exceptions) be subject to the provisions of the Public Records Act.
 - (a) Directors should update the installed apps and the Device operating system as updates are released. Agency-owned Devices may be backed up, remotely wiped, restored from a backup, or restored to factory settings as necessary to maintain the technical viability of the Device and/or the Agency’s network. The Agency does not accept responsibility for the loss of files or software lost due to a wipe and backup. The Agency may add, upgrade or remove software/information on the Device as necessary to maintain the technical viability of the Device and/or the Agency’s network. In addition, the Agency will retain access to and ownership of backups of the Device’s content. All IDs and service accounts used to manage the Device will be maintained by the Agency.
5. **Security:** If a Director believes the security of his or her Device has been compromised, he or she shall immediately notify Agency staff or any third party that may be retained by the Agency to provide such support (collectively, “Support”).

- (a) Devices must be password protected and used only by the authorized Director. Directors may not allow a browser to save passwords.
- (b) Directors should use caution before downloading any programs or applications or opening an email from unknown addresses.
- (c) Directors must lock or turn off the Device when it is unattended.
- (d) Directors recognize their responsibility to protect Agency Devices and computer resources to the best of their ability.

6. Support: Any questions or assistance a Director may need will be provided by Support. Support may also be requested by Agency staff for any of the actions under this Policy.

7. Return of Device: Devices shall be returned to the Agency when the individual Director's term and service on the Agency Board has ended. Upon return of the Device to the Agency and following the preparation of any appropriate backup files, the Device will be wiped clean of any and all information at the end of a Director's term and service.

Adopted by the Board of Directors on October 11, 2021 by a vote of 7 – 0.