



Effective date September 9, 2010

Approved by Capital Region Board

## **INFORMATION TECHNOLOGY**

### **PURPOSE**

To ensure proper use of information technology on Capital Region Board systems and equipment.

### **POLICY**

The Capital Region Board (CRB) promotes information technology that assists users in performing their work duties. All data created or stored on CRB systems and equipment is the absolute property of the CRB. Security procedures shall be implemented to ensure the confidentiality, integrity and availability of such data. CRB uses software only in compliance with license agreements. No unlicensed software shall be installed on CRB systems and equipment.

### **GUIDELINES**

1. CRB's information technology includes, but is not limited to, electronic mail (e-mail) and the Internet. This technology provides an efficient and effective means of internal and external communications to improve work productivity.
2. CRB has an obligation to provide accurate, reliable information to authorized recipients, and preserve records. CRB is increasingly dependent on the accuracy, availability, and accessibility of information technology and on the computing and networking resources that store, process and transmit this information.
3. Records are to be protected from unauthorized modification, disclosure and destruction. Information, including data, hardware and software, is to be protected regardless of the form or medium that carries the information. Protection will be commensurate with the risk of exposure and with the value of the information and of the system or equipment.
4. Employees may use the Internet and e-mail:
  - a. to access technical and other information on work related topics to increase job knowledge;
  - b. to communicate with others relevant to their work; and
  - c. for incidental and occasional personal use within reasonable limits.
5. Systems and equipment are provided to employees for their use in performing their duties. Employees may take their equipment home or other offsite locations to conduct CRB business; however, employees must adhere to all guidelines as if they were using the systems and equipment in the CRB office. All employees of the CRB are responsible for using these systems in an effective, ethical and lawful manner. These systems should be used for the benefit of the CRB. All use should be congruent with the CRB's overall corporate policies and governance.

- 6. Inappropriate uses of CRB information technology includes:
  - a. attempting to defeat or circumvent any security measures, controls, accounting or record keeping systems;
  - b. using systems for unauthorized access;
  - c. intentionally altering, misappropriating, dismantling, disfiguring, disabling, or destroying any computing information and/or services;
  - d. using computing services for unlawful purposes including fraudulent, threatening, defamatory, harassing or obscene communications;
  - e. invading the privacy rights of anyone;
  - f. disclosing or using non-public information for unauthorized purposes; and
  - g. violating copyright laws.
  
- 7. The CRB reserves the right to monitor and/or log all network activity, with or without notice, including all website communications. Users should have no expectations of privacy in the use of these resources. Use of information technology in violation of this policy is prohibited and may lead to disciplinary action, up to and including termination.
  
- 8. Incidental and occasional personal use of CRB information systems is permitted. The overriding principle governing personal use of these resources is that reasonable and incidental unofficial use of CRB electronic resources is authorized only so long as;
  - a. CRB incurs no additional cost from that use, other than the minimal cost incurred from ordinary wear and tear and the use of minimal amounts of ink, toner or paper;
  - b. The use does not inappropriately interfere with official business;
  - c. It is not used in an illegal, offensive or inappropriate manner; and
  - d. At no time can any of the CRB's information technology be used for personal gain.

Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
February 11, 2016	Approved	Capital Region Board Approved.