



## **Pinewoods Groundwater Conservation District (PGCD)**

### **NETWORKING ACCEPTABLE USE POLICY**

#### **General Terms**

The PGCD provides a computer network, Internet access, e-mail, and other information resources for use by employees in the performance of their job duties. IT resources are designed to support and enhance the communication, research, and information capabilities of PGCD staff and to encourage work-related, communication, and sharing of information resources within the PGCD. The policy applies to all PGCD employees who use IT resources.

The PGCD is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Before providing access, the PGCD must ensure that employees understand and follow policy in order to protect the computers and the important information they store and transmit. Failure to adhere to this policy and its guidelines may result in suspending or revoking the offender's privilege of access and/or other disciplinary action under PGCD policies, up to and including termination of employment.

The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, the PGCD will fully comply with the authorities to provide any information necessary for the litigation process. **Users should have no expectation of privacy** in the use of the PGCD network. Use of this network constitutes consent to monitoring, retrieval, and disclosure of any information stored within the network for any purpose including criminal prosecution.

The PGCD makes every effort to prohibit inappropriate web browsing. The agency's computers filter content according to the Family Online Safety Institute's (FOS) IRCA 3 rules. This security setting is a feature of Microsoft Windows, is password protected, and prohibits browsing of content that subjects the user to fear and intimidation, bad examples for young children, depiction of alcohol and drug use, gambling, tobacco use, weapons use, incitement/depiction of discrimination or harm, language, nudity, sexual material, user-generated content, and violence.

The PGCD makes every effort to control spam, protect against viruses, and filter content of email. This is done via two spam/content filtering tools supplied by the Internet connection service provider AT&T, as well as Network Solutions the vendor that hosts the [mail@pgcd.org](mailto:mail@pgcd.org).

Any software, or other material, downloaded into a PGCD computer may be used only in ways consistent with the licenses and copyrights of the vendor, author, or owner of the material. Prior

authorization from the PGCD General Manager is required before introducing any software or hardware into the PGCD's computer network.

## **Internet**

### **Acceptable Use**

Acceptable uses of the Internet are limited to those activities that support, reference, research, and conduct PGCD business in line with the user's job responsibilities. Generally, the Internet should be used for legitimate PGCD business only; however, brief and occasional personal use (i.e., surfing, browsing) is acceptable. Personal use should be limited (e.g., personal use could be allowed on a limited basis during lunch or other breaks and during limited periods before and after the employee's regularly scheduled working hours). Users of PGCD networks or systems must use the Internet facilities in ways that do not disable, impair, or overload performance of any other computer system or network. PGCD staff using the Internet shall identify him/herself honestly, accurately, and completely (including one's name/title where requested) when providing such information. Only PGCD staff and appointed board members who are expressly authorized to speak on behalf of the PGCD may represent the PGCD via any electronic communication.

### **Privacy**

PGCD staff should be aware that historical information is the property of PGCD and the information is subject to the Texas Public Information Act and the laws applicable to records retention. **Users have no right to privacy** with regard to Internet use. PGCD Management has the ability and right to view employees' usage patterns and take action to assure that PGCD Internet resources are devoted to authorized activities and maintain the highest levels of productivity.

### **Restrictions**

Personal Internet use should not impede the conduct of PGCD business; only incidental amounts of employee time—time periods comparable to reasonable coffee breaks during the day—should be used to attend to personal matters. Accessing, viewing, downloading, uploading, transmitting, printing, copying, posting, or sharing any racist, sexist, threatening, sexually explicit, obscene or otherwise objectionable material (i.e., visual, textual, or auditory entity) is strictly prohibited. The Internet should not be used for any personal monetary interests or gain. PGCD staff using the network should not subscribe to mailing lists or mail services strictly for personal use and should not participate in electronic discussion groups (i.e., list server, Usenet, news groups, chat rooms) for personal purposes. Personal Internet use should not cause the PGCD to incur a direct cost in addition to the general overhead of an Internet connection; consequently, users are not permitted to print or store personal electronic files or material on a PGCD network

## **E-Mail**

### **Acceptable Use**

Use of e-mail is a privilege, not a right. As such, the privilege may be revoked at any time and for any reason. Generally, PGCD e-mail should be used only for legitimate PGCD business; using PGCD email for personal business is largely discouraged, however, brief and occasional e-mail messages of a personal nature may be sent and received. Incidental amounts of employee time—time periods comparable to reasonable coffee breaks during the day—can be used to attend to personal matters via e-mail or other telecommunications, similar to personal telephone calls. Users are instructed to use personal email accounts such as Yahoo!, AOL for such, however users should be aware that personal mail messages viewed/sent from PGCD networks may be subjected to disclosure under certain circumstances, under the Texas Public Information Act,

### **Privacy**

All users of PGCD computers and networks should keep in mind that all e-mail can be monitored, recorded, reviewed, and stored along with the source and destination. **Users have no right to**

**privacy with regard to e-mail.** PGCD Management has the ability and right to view employees' e-mail.

**Retention**

Recorded e-mail messages are the property of the PGCD, thus, they are subject to the requirements of the Texas Public Information Act and the laws applicable to records retention. The PGCD's approved retention schedule lists the record series that are created and the retention period for each series. It is the user's responsibility to maintain their email records according to each record series.

It is the content and function of an e-mail message that determines the retention period for that message. All e-mail sent or received by the PGCD is considered a record. Therefore, all e-mail messages must be retained or disposed of according to the PGCD's Records Retention Schedule.

**Restrictions**

Personal e-mail use should not impede the conduct of PGCD business. Accessing, viewing, downloading, uploading, transmitting, printing, copying, posting, or sharing any racist, sexist, threatening, sexually explicit, obscene or otherwise objectionable material (i.e., visual, textual, or auditory entity) is strictly prohibited. Individuals must not send, forward or receive confidential or sensitive agency information through non-agency e-mail accounts (e.g., Yahoo!, AOL, or any other e-mail service belonging to an Internet service provider). E-mail should not be used for any personal monetary interests or gain. PGCD users should not subscribe to mailing lists or mail services strictly for personal use. Personal e-mail should not cause the PGCD to incur a direct cost in addition to the general overhead of e-mail. Consequently, upon receiving personal e-mail, employees should read and delete it, immediately. Information that contains an individual's restricted personal information e.g. (social security number/credit card numbers) should not be transmitted via e-mail.

In order to comply with Senate Bill 1893 and Government Code Chapter 620, PGCD prohibits the use of the social media service "TikTok" and any other successor application developed by ByteDance as well as all other software, applications, developers, hardware, equipment and manufacturers on the prohibited technologies list on District equipment.

**Acknowledgement**

If you have questions about the above policies and procedures, address them to the General Manager before signing below.

I have read the PGCD Networking Acceptable Use Policy and agree to abide by it. I understand that a violation or failure to adhere to this policy and its guidelines may result in suspending or revoking the offender's privilege of access and/or other disciplinary action under PGCD policies, up to and including termination of employment.

\_\_\_\_\_  
User Name

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date