



**WEST VALLEY WATER DISTRICT  
855 W. Base Line Road Rialto, CA**

**HUMAN RESOURCES COMMITTEE MEETING  
AGENDA**

**MONDAY, JULY 8, 2019 - 6:00 PM**

**NOTICE IS HEREBY GIVEN** that West Valley Water District has called a meeting of the Human Resources Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

**I. CONVENE MEETING**

**II. PUBLIC PARTICIPATION**

*The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.*

**III. DISCUSSION ITEMS**

- a. Update for Human Resources Committee
- b. Article 16 - Information Technology Acceptable Use Policy.

**IV. ADJOURN**

**DECLARATION OF POSTING:**

**I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Human Resources Committee meeting agenda at the District offices on July 5, 2019.**

  
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Crystal L. Escalera, Board Secretary



**BOARD OF DIRECTORS  
HUMAN RESOURCES COMMITTEE  
STAFF REPORT**

**DATE:** July 8, 2019  
**TO:** Human Resources Committee  
**FROM:** Clarence Mansell Jr., General Manager  
**SUBJECT:** ARTICLE 16 - INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

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**BACKGROUND:**

West Valley Water District's ("District") Information Technology Acceptable Use Policy, Article 16 of the Human Resources Policies and Practices Manual establishes acceptable and unacceptable use of the electronic devices and network resources of the District.

**DISCUSSION:**

Employees of West Valley Water District are provided access to Electronic Communications resources to facilitate the performance of District business. They may use these resources for incidental personal purposes provided that such use does not burden the District with incremental costs and does not interfere with the District's operations, job performance or other obligations to the District. The District's electronic devices including and not limited to laptops, computers, tablets, flash drives, monitors, hard drives, voicemail systems, cellular phones, network access and email systems etc. are not confidential. The District reserves the right to listen to voice mail messages and to monitor, review and/or access electronic systems to ensure compliance with District policies without notice to the employee and/or in the employee's absence.

In order to provide a reminder to employees that there is no expectation of privacy and the District may retrieve and make proper lawful use of all electronic communications and data contained in and transmitted through District's network, a computer log-in message is recommended. Each time an employee logs into a computer, the following message will be displayed," The District's Electronic Communication's Resources are the property of the District and are not confidential. There is no expectation of privacy while utilizing this resource. The District reserves the right to retrieve and make proper lawful use of all communications and data contained in and transmitted through the District's network."

**FISCAL IMPACT:**

There is not fiscal impact for this item

**STAFF RECOMMENDATION:**

Informational item presented to the HR Committee. The language will be provided to legal counsel for review before implementing. The District currently has an established policy to address the use of Electronic Communications, Article 16 (Exhibit A) of the Human Resources Policies and Practices Manual.

Respectfully Submitted,



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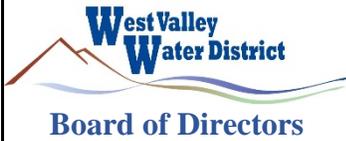
Clarence Mansell Jr, General Manager

DM:CE

**ATTACHMENT(S):**

1. EXhibit A - Article 16

# EXHIBIT A

	<b>WEST VALLEY WATER DISTRICT</b> <b>Human Resources Policies &amp; Practices</b> <b>Manual</b>	<b>Article No. 16</b>
		<b>Board Effective Date:</b> <b>04-19-18</b>
		<b>Revision Date &amp; No:</b>
<b>TITLE: INFORMATION TECHNOLOGY</b> <b>ACCEPTABLE USE POLICY</b>		<b>Page 1 of 4</b>

### **1601. OVERVIEW**

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at West Valley Water District in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

The District provides computer devices, mobile/cellular phones, network access and other electronic information systems to meet missions, goals, initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information system assets. This policy requires the users of information assets to comply with District policies and protects the District against damaging legal issues.

The District reserves the right to listen to voice mail messages and to monitor, review and/or access electronic systems to ensure compliance with District policies, without notice to the employee and/or in the employee's absence. Employees have no right of privacy in any District electronic systems. It may be necessary to assign and/or change passwords and personal codes for the voice mail and computer. These items are to be used for District business, and they remain the property of the District. The District may keep a record of all passwords and codes used and/or may be able to override any such password system.

### **1602. SCOPE**

All employees, contractors, consultants, temporary and other workers at the District, including all personnel affiliated with third parties must adhere to this policy. This policy applies to information assets owned or leased by the District, or to devices that connect to a District network or reside at a District site.

Information security must approve exceptions to this policy in advance through Department Supervisor and Information Technology Administrator.

### **1603. POLICY STATEMENT**

#### **a) General Requirements**

1. Employees are responsible for exercising good judgment regarding appropriate use of District resources in accordance with District policies, procedures, and guiding principles. District resources may not be used for

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any unlawful or prohibited purpose.

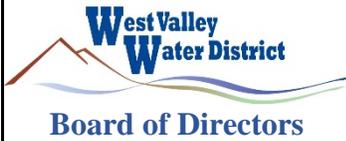
2. For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, accounts, systems, and network traffic per the District Policy. Devices that interfere with other devices or users on the District network may be removed from network. The District prohibits actively interfering with District security measures.

**b) System Accounts**

1. You are responsible for the security of data accounts and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other personnel, family, or friends. Providing access to District information systems either deliberately or through failure to secure system access is a violation of this policy.
2. You must maintain system-level authentication and user-level passwords in accordance with policy.
3. You must ensure through legal or technical means that proprietary information remains within the control of the District at all times. Conducting District business that results in the storage of proprietary information on personal or non-District controlled environments, including devices maintained by third parties with whom the District does not have a contractual agreement, is prohibited. This specifically prohibits the use of an e-mail account that is not provided by the District for District business.

**c) Computing Assets**

1. You are responsible for ensuring the protection of District electronic assets assigned to you by the District. Promptly report any security breaches or theft of District assets to the Information Technology Department and Supervisor.
2. All District PC's, PDA's, smart phones, laptops, and workstations must be secured with a password. You must lock the screen or log off when the device is unattended.

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3. Devices that connect to the District network must comply with District security standards.
4. Do not interfere with District device management or security systems software, including, but not limited to, antivirus, network security protocols, Sungard utility systems, and any other District computer system.

d) **Network Use**

You are responsible for the security and appropriate use of West Valley Water District network resources under your control. District employees are allowed to access the internet through the District network for work related activities and research. However, using District resources for the following is strictly prohibited:

1. Causing a security breach to either District or other District connected network resources, including, but not limited to accessing restricted data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or capturing network traffic.
2. Causing a disruption of service to either District or other network resources, including, but not limited to ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.
3. Violating copyright law, including, but not limited to illegally duplicating or transmitting copyrighted pictures, music, video, and software. See the Information Technology Administrator for additional information on copyright restrictions.
4. Exporting or importing software, technical information, encryption software, or technology in violation of international or regional export control laws.
5. Use of the internet or District networks that violates the District Policies, or local, State or Federal laws.
6. Intentionally introducing malicious code, including, but not limited to viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and key

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loggers.

7. Port scanning or security scanning on a District network unless authorized in advance by the Information Technology Administrator.

e) **Electronic Communications**

The following are strictly prohibited:

1. Inappropriate use of communication vehicles, internet and equipment, including, but not limited to supporting illegal activities, and procuring or transmitting material that violates District policies against harassment or the safeguarding of confidential or proprietary information.
2. Sending spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication.
3. Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.
4. Use of a District e-mail or IP address to engage in conduct that violates District policies or guidelines. Posting to a public newsgroup, bulletin board, or listserv with a District e-mail or IP address that represents the District.
5. When communicating with the public; you must exercise good judgment to avoid misrepresenting or exceeding your authority in representing the opinion of the District.

**1604. DISCIPLINARY ACTION FOR VIOLATION OF ACCEPTABLE USE POLICY**

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with the District.