



## HARRISBURG TOWNSHIP PARK DISTRICT USE OF TECHNOLOGY POLICY

The Harrisburg Township Park District provides a variety of IT resources to employees to assist them in performing their job duties. These include but are not limited to the District's computers, computer networks, e-mail system, Internet access, software, storage media and devices, telephones, mobile telephones, voice mail, printers, copiers, scanners, and fax machines. Many employees also have their own personal IT resources available at work, such as mobile telephones, "smart" phones, tablet computers and similar devices.

The same policies and principals that apply to employee conduct in general also apply to the use of District provided and personal IT resources. Additionally, employees must also comply with the following policies and guidelines.

### I. DEFINITIONS

The following words shall have the following meanings when used in this Policy.

"District" means HARRISBURG TOWNSHIP PARK DISTRICT.

"Board" means the Board of Commissioners of the District.

"Employee" means any individual in the employ of the District.

"IT" means Information Technology or person administering Information Technology duties.

"Policy" means this Use of Technology Policy.

### II. POLICY / PROCEDURES

#### Personal Use

During working hours, employees are expected to be at work, performing their assigned job duties. Employees may not use work time for personal pursuits, including personal telephone calls, e-mail correspondence, surfing the Internet, or participating in social media, whether using the Park District's IT resources or their own.

The Park District's IT resources are provided for business use only. Personal use of these resources is strongly discouraged, and may result in discipline or termination if such use violates any Park District policy or the law, distracts other employees from their job duties, or interferes with the security or stability of the Park District's IT resources.

### Privacy

By using the Park District's IT resources you acknowledge and agree that the Park District may monitor all use of its IT resources and has the right to access, record, store, transfer, review, disseminate, dispose of and use any data or communications sent, received, accessed, viewed, or stored using any of its IT resources, to the fullest extent allowed by applicable law, with or without further notice to you.

In particular, please note that data stored in your Park District Outlook account (including e-mail, attachments, calendar entries, contacts and notes) or on the Park District's file servers is Park District property and may be accessed and reviewed at any time. This may occur, for example, when needed to address IT issues, if you are unavailable and information stored in your account is needed for business reasons, or to investigate performance issues or suspected misconduct. Outlook calendars and other information are often shared to facilitate joint scheduling and collaboration. Internet and network activity may be monitored, logged and reviewed by the Park District for purposes of network management or investigation of performance issues or suspected misconduct. All data stored on your Park District computer's hard drive, include any documents you have viewed or saved, files you have downloaded, cached files with information from personal web-based e-mail and social networking sites, deleted files, and logs of your activities, is likewise Park District property and may be reviewed at any time. This may occur, for example, when IT conducts maintenance on your computer, or to investigate performance issues or suspected misconduct. Additionally, IT may at any time monitor your computer activities by remotely logging onto your Park District computer and through the use of software that logs your activity such as keystrokes and mouse clicks. All of the above activities may occur with or without further notice to you.

While the Park District's computers and other IT-resources are protected by passwords and other security measures, these measures are intended to protect the Park District's information and systems, not to preserve the privacy of your personal communications from the Park District.

**If you have personal information that you do not wish to share with the Park District, do not use the Park District's IT resources to store, send, receive, view or access that information.**

### Security

If you use any of the Park District's IT resources, you are responsible for following all security policies and procedures implemented by the Park District. All passwords must be kept confidential and should not be shared with anyone other than your manager or authorized personnel. Accessing any account or IT resource without authorization or circumventing any security measures (for example, using another employee's password to access his or her e-mail account) is strictly prohibited absent express authorization from the Executive Director.

Employees may not download or install any software on any Park District-provided computer without the approval of the Executive Director.



### Copyright Laws

All employee use of the Park District's IT resources must comply with applicable copyright law. Failure to observe copyright or license agreements may result in disciplinary action, up to and including termination.

### Internet Use

The Internet is a powerful communication tool and a valuable source of information for business use. At the same time, the Park District has no control over the information on the Internet and is not responsible for its content. In addition, the Park District is not responsible for any unauthorized charges or fees resulting from communication via the Internet. Each individual is responsible for what he/she views and downloads, and for what he/she transmits or otherwise communicates by e-mail or the Internet. All Internet use must comply with the Park District's policies (including its policies regarding harassment and discrimination) and applicable law. Any unauthorized or inappropriate use of the Internet may result in disciplinary action, up to and including termination.

### Social Media

This policy is intended to provide guidance to employees who participate in online communities, tools and services that have generally come to be referred as "social media." Social media is constantly changing, but includes, for example, Facebook, LinkedIn, YouTube, Flickr, Twitter, Google+, "blogs," online discussion groups and forums, and other online publishing or communication tools.

Follow the District's policies and the law.

The same principles and guidelines that apply to Park District employees' activities in general apply to activities online. In general, what employees do on their own time is their affair. However, activities outside of work that may adversely affect your job performance, the performance of others, the Park District's customers or the Park District's business interests are the proper focus of Park District policy and may result in disciplinary action up to and including termination. If you have any confusion about whether you ought to publish something online, chances are the Park District's policies will resolve it. Pay particular attention to policies regarding harassment, honesty, and protecting confidential information. If, after checking the policies, you are still unclear as to whether something is appropriate, it is best to refrain and seek the advice of management.

Business use of social media must be specifically authorized.

For the most part, Park District employees have no need to use social media to perform their job duties. In certain cases, the Park District may decide that such use is in the Park District's interests, and may authorize particular employees to use specific social media tools within guidelines established by the Park District. Business use of social media is prohibited absent such express authorization. This includes, for example, social media posts intended to boost sales or promote the Park District's products or services. Any user names, accounts, passwords, etc. used by an employee in the course of performing work for the Park District and any communications or information contained in or transmitted via such an account are the sole property of the Park District to the full extent permitted by any applicable user or license agreements. This includes, without limitation, "followers", "contacts" or "friends" associated with any account used for Park District business. Social media tools not provided by the Park District should not be used for conducting Park District business, including business communications with fellow employees.

Speak in your own voice.

When the Park District wishes to communicate publicly, it has established means to do so. Only those officially designated by the Park District have the authorization to speak for the Park District.

In order to avoid any confusion that could lead to claims of fraud, misrepresentation or conflict of interest against you or the Park District, when using social media to communicate about matters relating to the Park District or its business, you should identify yourself as an employee of the Park District. Do not create a link from your blog, website, or other social networking site to a Park District website without identifying yourself as a Park District employee.

When communicating through social media, you must make clear that you are not speaking on behalf of the Park District unless you have been expressly authorized to do so. You must consider whether any personal thoughts you publish may be misunderstood as expressing Park District positions. If you publish a blog or post anything online related to the work that you do for the Park District, it is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Park District."

Be careful what you post.

Out of an abundance of caution, you should assume that your colleagues, our customers, and others may read anything you post online, even if you believe that you have posted it "privately." Never post any information or rumors about the Park District, other employees, vendors, customers, business partners, or competitors that you know to be false. Additionally, employees are strictly prohibited from posting any material that would violate the Park District's policies regarding harassment: or that may reasonably be perceived as an express or implied threat of violence against the Park District, its employees, customers, or business partners. Employees are also strongly cautioned against posting any information that may make them or the Park District appear unprofessional, such as nude or sexually suggestive photographs or videos, messages depicting or promoting the abuse of drugs or alcohol, or comments disparaging products or services offered by the Park District. Out of respect for our business relationships, customers and business contacts should not be identified (by name or otherwise) in any personal social media post.

Maintain the confidentiality of Park District trade secrets, attorney-client privileged information, and other private or confidential information regarding the Park District, its customers, or its employees. Trade secrets may include information regarding the development of programs, systems, processes, products, know-how and technology. If you have access to sensitive personal information about other employees, such as Social Security numbers or confidential medical files, you must also preserve the confidentiality of that information as required by Company policy and the law. Do not share internal reports, policies, procedures, or other internal business-related confidential communications online. Comply with any applicable confidentiality and disclosure laws, regulations, and contractual obligations governing the release of information related to the Park District or its business.

You should also be aware that information posted online may be used by the Park District to investigate suspected misconduct or violations of Park District policy.



Be respectful.

The Park District's employees and customers reflect a diverse set of customs, values and points of view. While we hope that our workplace is a friendly one, some employees may wish to maintain professional boundaries or refrain from some or all interaction with co-workers outside of work, whether through social media or otherwise. You should respect such boundaries. In particular, please note that repeated, unwelcome requests to "friend" another employee or engage in social communications may make the other employee uncomfortable and could violate the Park District's harassment policy under certain circumstances.

Report violations of Park District Policy.

Violations of Park District policies that occur through social media must be reported to management in the same manner as if the activities had occurred offline. In particular, if you become aware of communications by or between Park District employees that violate the Park District's policies on discrimination, harassment or retaliation, you must report this conduct to the Park District immediately as specified in the applicable policy.

Use your best judgment.

Remember that there may be consequences to what you post. If you're about to publish something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. If you're still unsure, feel free to discuss it with your manager. Ultimately, however, you have sole responsibility for what you post or publish in any form of online social media.

Note that nothing in this Social Media policy or the Park District's other policies that may apply to online conduct prohibits employees from engaging in any activity protected by the Illinois Public Labor Relations Act including protected communications regarding wages, hours, working conditions or other terms and conditions of employment.

### **III. AMENDMENTS**

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

**IV. EFFECTIVE DATE**

This Policy becomes effective JANUARY 17, 2020.

Richard Rumsey  
Richard Rumsey, President

Doug Emery  
Doug Emery, Vice President

1/17/2020  
Date Signed

ATTEST:

Michael Williams  
Michael Williams, Secretary / Treasurer