

BOARD POLICY: BOARD COMPUTER USE

BOARD POLICY NUMBER: 46

Original Date: May 2013 Last Reviewed: August 2024 Last Revised: October 2024

I. PURPOSE

To establish guidelines for the use of North Marin Water District (District) computer equipment by the Board of Directors as a group and its members as individuals.

To improve and maintain effective and efficient communication between District staff and the members of the Board of Directors.

To promote the use of computer equipment to enhance environmental sustainability by reducing the amount of paper needed to conduct District Board meetings.

II. POLICY:

- 1. The District will supply the Directors with computers, accessories and software to transmit documents, including, but not limited to, Director email, meeting agendas, meeting packets and other supporting information.
- 2. Directors must return the computer and any District issued computer accessories and software to the District Secretary at the end of the Directors' service to the District.
- Directors are responsible for general care and safe keeping of the District issued computer, accessories and software. Any computer or accessory that is broken, damaged, or fails to work properly must be taken to the General Manager for evaluation. The cost of repair and/or replacement of District issued computers and accessories damaged due to mis-use may be borne by the Director responsible for the damaged equipment at the discretion of the General Manager.
- 4. When using District supplied technology, Directors shall maintain the confidentiality of District information. All software installed on the computer must be coordinated through District Staff and must be licensed to the District. Downloading, displaying or transmitting content that is sexually explicit or that may be constituted as harassment or disparagement of others is strictly prohibited.
- 5. During District Board meetings the computers will be used solely to access the District meeting materials for the current or previous meetings. Pursuant to the Ralph M. Brown Act, the use of technology hardware, including cell phones, smart phones, tablets, notebooks, computers, and other similar devices, by District Board members to access the internet, receive or send phone calls, texts, emails or other types of electronic communication, during a public meeting, is not permitted.
- 6. The computer used pursuant to this policy is considered a "public record" and is subject to a formal Public Records Act request and shall be made available for review by the person making the request.
- 7. In addition to the policy requirements described herein, Directors shall follow the computer use policies contained in Board Policy No. 40 when using District-supplied computers. This includes annual cybersecurity awareness training.
- 8. Upon receipt of, or provision of access to, a computer, accessories or software pursuant to this policy, Board members will sign an agreement for their use. (Attachment A).

North Marin Water District Computer Use Policy Agreement for Directors

I, the undersigned Director of the North	n Marin Water District, have been provided with a
copy of the Board Policy No. 40 - Computer Use and Cybersecurity and the Board Policy No. 46	
- Board Computer Use, and fully understand its contents. I agree to abide by all terms contained	
in each policy.	
	Director Signature
	C
	Print Name: Date: