

Electronic Device Acceptable Use Policy

Purpose: Policy to establish the acceptable use and care of electronic devices issued out by the Lincoln Parish Police Jury (herein referred to as "Police Jury").

Scope: This policy applies to all employees and elected or appointed officials of the Police Jury that have been issued an electronic device for business use.

Policy Statement: The Police Jury recognizes the importance of, and the necessity to utilize available technology as a tool and resource. The primary function of any device is to make employees and the Police Jury as a whole more efficient.

Data Protection and Security:

- The Police Jury will issue electronic devices to any employee/official that needs such a device for the betterment of Police Jury functions.
- All users must have their device set up through the Police Jury Office (if necessary) and with Police Jury issued user information (no personal accounts).
- Do not place personal information on any device. All information on any device may be regularly monitored by Information Technology or Administrative personnel.
 - Information Systems and Administrative employees shall observe the highest possible degree of confidentiality in the discharge of their duties, however, complete privacy cannot be guaranteed. Therefore, neither the parish nor any of its offices shall be responsible or liable for the disclosure of personal information in the event that an employee chooses to send such information via electronic media.
- Information pertaining to the types, brands and configuration of the computer systems and networks of the parish is confidential information. Do not disseminate any information about the computer systems and networks of the parish, including your password, via telephone, electronic means, or in person unless explicitly instructed to do so by Parish Information Technology or Administrative Personnel.
- All users must turn in their device when requested by authorized personnel for diagnostics, updates, and general maintenance. The interval of maintenance will be based on the device.
- All devices that have security protection capabilities (complex password/fingerprint id) should have protection set up on the device and be changed regularly.
- Any device password set up must be unique and must be recorded in the Administrative Offices of the Police Jury or Department main office.
- Any devices that can be backed up should be on a regular basis.
- You must not jailbreak your device or otherwise hack, or tamper with it.

User Responsibility:

- If your device must be transported, it should be placed in the provided protective case.

- Property of the Lincoln Parish Police Jury shall not be removed from the premises without proper authorization from the Parish Administrator.
- Users of parish computers, electronic communications equipment and systems are expected to comply with all parish policies, as well as applicable state and federal laws, including copyright, discrimination, harassment, defamation, libel, and slander laws.
- Employees are expected to exhibit courtesy and professionalism in all electronic commiques in accordance with established Police Jury policies pertaining to code of conduct as well as confidentiality. Use of the parish devices and communication systems for writing, producing, sharing, retrieving, transmitting, or receiving any communications or images which are threatening or disruptive, obscene or pornographic, and/or would serve to discredit an individual, the parish, or public service are strictly prohibited.
- Only properly licensed software may be loaded onto the parish's electronic devices. Such software may only be loaded by authorized information Technology employees at the request of a supervisor and with the approval of the Parish Administrator.
- Handle your device with care and respect. Do not throw, damage, place heavy items on, or intentionally drop your device.
- Devices are not for commercial, political, or personal gain.
- Do not keep, or leave your device unattended in vehicles where excessive temperature can damage it.
- Keep your device safe and secure at all times. You should know where your device is at all times.
- Ensure your battery is charged and ready for use when needed.
 - Users such as officials can turn in their device with charging cables a minimum of two business days prior to a meeting and the Administration Office will take responsibility for charging and setting up the device for a meeting.

Lost, Damaged, or Stolen Devices:

- If your device becomes lost or has been stolen, report it to the Administration Office (Purchasing Officer) immediately.
- If your device has become damaged, report it to the Administration Office (Purchasing Officer) and submit the device to them.
- You must not carry out repairs on any Police Jury owned device.
- You must not solicit any individual or company to repair a Police Jury owned device on your behalf.

Safeguarding and E-Safety:

- All device usage is subject to the rules and guidelines of the Police Jury Handbook. Anyone in breach of these policies may be subject, but not limited to disciplinary action, confiscation, removal of content, or referral to external agencies.
- Do not tamper with any device belonging to other employees or officials of the Police Jury. Anyone found trying to access another user's device or associated content will be subject to disciplinary action.

- If a device is found, take it to the Administration Office.
- Do not take photographs of others without their express permission.
- You are strictly forbidden from using your device to create, store, access, view, download, distribute, send, or upload inappropriate content or materials.
- You are forbidden from utilizing your device to partake in illegal activities of any kind.
- Do not use your device to post images, movies, or audio to a public facing part of the internet (i.e. social media), without the express permission of individuals imaged/recorded. Where this includes colleagues or employees, refer to them and their Superintendent, and ensure that full permission has been received.

I have read and understand the Electronic Device Authorized Use Policy and agree to adhere to the guidelines and restrictions outlined.

Print Name

Date

Signature

Title

Draft