



Mississippi Valley Workforce Development Board

Use of Electronic Resources Policy

Approved Date: April 25, 2022

Effective Date: April 25, 2022

Amended Date: N/A

A. Purpose

1. Mississippi Valley Workforce Development Board or “MVWDB” expects employees to use electronic resources responsibly and in accordance with other MVWDB standards as well as federal, state, and local law.

B. Scope

1. This policy sets forth security and behavioral standards to be applied to employees using electronic resources to conduct MVWDB work. This policy applies to all electronic resources as defined in this policy.

C. Electronic Resources

1. Electronic resources are provided or made accessible by the MVWDB to their employees in order to conduct MVWDB work.
2. Electronic resources include MVWDB and Workforce Development Board Partner provided computers, email, connection(s) to the Internet, instant messaging, video messaging and/or conferencing, text messaging, telephones, phones and other electronic devices, voicemail, fax machines, and online and electronic applications and services.

D. Expectation of Privacy

1. MVWDB will respect the privacy of an employee’s personally owned electronic device(s) as well as personal or non-MVWDB work related information accessed, transmitted, and stored on the device. MVWDB will only request access to an employee’s personal device(s) if (1) it is or has been used to conduct work for MVWDB and (2) information accessed, transmitted and/or stored on the device is required to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings.
2. Employees should **not** maintain any expectation of privacy regarding information transmitted over, received by, or stored using non-personally owned electronic resources.

E. Prohibited Use of Electronic Resources

3. Employees are prohibited from using electronic resources to:
 - a. Receive, save, store, send, forward, disseminate, deliver, publish, or solicit harassing, sexually explicit, offensive, derogatory, or defamatory messages or information.
 - b. Copy or download any non-work-related file, software, upgrade, or other material from any website or email especially those from websites that are flagged as suspicious or without a

valid security certificate.

- c. Copy, download, upload, transmit, or disseminate any copyrighted or other legally protected information in compliance with all copyright, patent, trademark, and licensing laws.
- d. Participate or engage in any gambling.
- e. Alter, tamper with, copy, download, send, transmit, or remove any sensitive or confidential information that could cause a legal, compliance, reputational, financial safety, security, or operational risk to the MVWDB or otherwise negatively impact the MVWDB mission.
- f. Generate material that is detrimental, damaging, in competition with, or against the MVWDB's mission.

F. Personal Use of Electronic Resources

- 1. Electronic media and services are primarily to conduct MVWDB work. Limited and occasional use of electronic resources for personal, non-work purposes is understandable and acceptable. However, employees must demonstrate a sense of responsibility and may not abuse the privilege.

G. Security

- 1. In order to prevent unauthorized access, personally owned devices used to conduct MVWDB business and electronic resources must be password protected.
- 2. When applicable, personal, and electronic resources must be:
 - a. Locked or lock automatically with a password or PIN if left idle for five or more minutes and,
 - b. Protected with multi-factor authentication.

H. Risks/Liabilities/Disclaimers

- 1. Lost or stolen MVWDB electronic resources must be reported to a supervisor within 24 hours.
- 2. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
- 3. To the degree practicable, employees are expected to reimburse or otherwise compensate the MVWDB, all costs associated with damaged, lost or stolen electronic resources.
- 4. MVWDB reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

I. User Acknowledgment and Agreement

- 1. I acknowledge, understand, and will comply with the Use of Electronic Resources Policy above referenced policy, as applicable to my usage of personal and electronic resources.

Employee Name: _____

Electronic Resource Equipment Provided:

Employee Signature: _____ **Date:** _____

*Equal Opportunity Programs/Employer
Auxiliary aids and services are available upon request for individuals with disabilities*