

## **PERSONAL USE OF STATE COMPUTERS AND ELECTRONIC EQUIPMENT**

The computers and electronic media provided by WSD are solely for business use of the School.

1. The private use of state computers and electronic media by state employees is forbidden. This includes but is not limited to the playing of computer games, private email, online chat boards, using the internet to make/or research purchases of a personal nature, internet auction bidding, electronic bulletin boards (not related to the business purpose of the agency), any personal moneymaking business, development of web or other media for any outside organization, any communications of a religious or political nature.
2. Accessing any inappropriate Internet site is prohibited.
3. The technology department of WSD will ensure that any games that have not been installed by the manufacturer are removed from computers prior to their installation. The technology department will inform management if games are reinstalled on computers. In accordance with Ethics Board rulings, employees may play the manufacturer installed games on their breaks or during lunch time but not during work time.
4. Under the following circumstances the limited use of email is allowed:
  - An employee is at their normal duty station and their supervisor requires them to work beyond their normal hours and the employee needs to inform their residence and/or childcare provider.
  - An employee is on state business away from their normal duty station and their travel plans change.
5. Computers designated for student use may have educational and other games installed on them. Unless there is a need for staff to monitor, teaching/instruction by staff these games are for student use.

Legal Reference:   RCW 42.52.360(2) (b)  
                          RCW 42.52.160(3)  
                          WAC 292-110-010

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