

**GBB18. Information Technology**

The District requires employees to use information technology (computer systems, telecommunication, and other devices, and electronic information/communication) responsibly, and in a manner which is not detrimental to the mission and purpose of District. To maintain a level of professionalism, any publication through any means (electronic or otherwise) which is potentially adverse to the operation, morale, public perception, or efficiency of District will be deemed a violation of this policy.

Employees are prohibited from engaging in any conduct which would violate District policy or procedure. Use of personal or District cell phones or other electronic devices to engage in such conduct can create liability for District, and as such, obligates District to undertake reasonable procedures to investigate such allegations, including but not limited to inspection of such equipment. In the event an employee becomes the subject of such an investigation and the allegations include potential violations of District policies, whether on work or personal time, and whether using District or personal devices, the District will undertake such an investigation and inquiry by all means allowable under state and federal law.