

## Policy: Technology

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Date: August 27, 2015, April 2021

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### **PURPOSE**

Becker Township recognizes that the use of personal computers, e-mail and internet has many benefits for Becker Township and its employees. While these technologies enable greater productivity, employees and elected officials are expected to use them as outlined in this policy. Unacceptable usage of technology can place Becker Township and others at risk. This policy discusses acceptable use of the Township-provided equipment and services.

### **POLICY**

The following guidelines have been established for using Township owned technology devices (may include computers, tablets, phones, and/or other devices), email, social media outlets where elected officials or employees are representing Becker Township (including, but not limited to interviews, Facebook, Twitter, and Instagram) and internet in an appropriate, ethical and professional manner.

1. Except for legitimate Township business purposes, Becker Township owned technology devices, e-mail, and internet access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or pornographic. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.
2. Each employee or elected official is responsible for the content of all text, audio or images that he/she places on a Township technology device or sends over the Township's internet and email system and/or any social media that may be employed.
3. Email and data stored on a Township owned device are not to be considered private or confidential. All electronic communications and data are Becker Township property. Therefore, Becker Township reserves the right to examine, monitor and regulate email messages, directories and files, as well as internet usage. Elected officials are not use "bcc" or "blind carbon copies" on Township related emails. All emails relating to Township business, except email to residents who have requested reminders and general updates to be sent from the clerk regarding matters indicated on the Township website: <http://www.beckertownship.com>, must disclose all recipients of the email.
4. Internal and external email messages on Township owned devices *as well as privately owned devices* are considered business records and may be subject to the Minnesota Data Practices Act and may be subject to discovery in the event of litigation. Be aware of this possibility when transmitting email messages.
5. Downloading of software should be done only with the prior approval of the Becker Town Board or its appointed Technology Supervisor.
6. Township owned devices are provided to township employees and elected officials to enable more efficient and timely completion of required tasks, but remain township property. This equipment is intended for Township use only, although employees and elected officials may take the technology devices home to perform work outside of normal town hall hours. Employees are not authorized to travel with township computers unless on official township business or with the prior approval of the Becker Township board.

**BECKER TOWNSHIP'S RIGHT TO MONITOR**

All Township owned technology and Township related work records, belong to Becker Township and not the employee or elected official. Becker Township may periodically monitor usage patterns for its email and internet communications. Although encouraged to explore the vast resources available on the Internet, employees and elected officials should use discretion in the sites that are accessed.


All Township owned technologies (including hardware, software, and internet connections) are subject to all Township Policies, Federal and State Statutes, and Rules at all times.


**QUESTIONS REGARDING USE OF INTERNET OR EMAIL**

If you have questions regarding the appropriate use of the internet, e-mail or other use of the Township's technology devices, please contact the Becker Township Board or Technology Supervisor.

Prepared by: Lucinda Messman

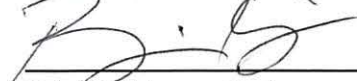
Reviewed by:

  
Township Attorney  
Kelli Bourgeois, Esq.

  
Technology Supervisor  
Brian Kolbinger

Approved this 19<sup>th</sup> day of April, 2021.

**Becker Town Board**

  
Brian Kolbinger, Chair

  
Brad Wilkening, Vice Chair

  
Joe Danielson

  
Luke Babler

  
Robin Boros

**ATTEST**

  
Lucinda Messman, Clerk