

# Yamhill Fire Protection District

District Policies, Procedures, & SOG's

## MISSION

*Yamhill Fire Protection District is dedicated to  
serve and protect our community*

# District Procedure

PERSONNEL

PER – 754.1

Use of District Computers

Issued: July 10, 2014

## Purpose:

To establish a procedure for the use of District computers that complies with Oregon Government Standards and Practices Commission Advisory Opinion No. 98A-1003 (see attached).

## Procedure:

Computers are now a standard tool of the workplace in the public sector. Yamhill Fire Protection District provides computers at employee workstations and a laptop that can be checked out for use. Publicly owned equipment is intended to be used for the official business of the government entity. Thus computers owned by the District may not generally be used by members for personal purposes.

There are some instances in which personal use of publicly owned computers would violate neither the spirit nor the intent of ORS 244.040(1)(a). One example would be the occasional use of a District computer by a member to type a social letter to a friend or family member. Another use allowable under the law would be the preparation of application materials for a different position within the District. Still another example of personal use not prohibited by state law would be playing computer games during break periods. Such personal use may also serve to improve keyboard proficiency and familiarity with software components.

Yamhill Fire Protection District will also allow the use of the computers as a tool for members to do research papers or homework for District sponsored or funded classes.

Personal use of the Internet is subject to the same considerations as the use of the computer itself. If a member uses the Internet access through the District computers in order to avoid the financial expense of subscribing to an Internet service it would be a violation of ORS 244.040(1)(a).

Violations of this procedure will result in disciplinary action including loss of computer privileges up to and including termination.