

**Ozark Special Road District (OSRD)**  
**Computer & Internet Usage on District Computers**  
**Ozark, Missouri**

**Primary Purpose:**

The Ozark Special Road District will establish the following policy on Commissioner and employee use of the District internet, email system, computer equipment and mobile devices.

Definitions:

Computer Equipment: shall mean all computers and peripheral hardware belonging to the District. This equipment will only be utilized for District business.

E-mail system: shall mean any internal or external e-mail system utilized by the District.

Internet: shall mean the worldwide computer web, the web sites contained on the web, and any other data which is maintained on the web.

Usage of the Internet: The District respects employee privacy outside the workplace, however, that privacy does not extend to employee work-related conduct or to the use of District provided computer equipment or electronic devices. There shall be no expectation of privacy for any material or information sent or received by email or stored on the Districts laptop computer. Use of the internet by employees is a privilege and employees shall be responsible to appropriately use the internet, email system, the District laptop computer and equipment.

Usage of Mobile Devices: The District employees shall conduct personal business of emails or texting during breaks and lunch periods. District employees are expressly forbidden from texting or using mobile devices while driving a District vehicle or operating District equipment. If mobile device usage is required for District business,

employee shall stop driving or stop operating equipment until the completion of the phone call.

Prohibited Actions: The following conduct is prohibited and shall be subject to employee disciplinary action.

1. Use of computer equipment to gain unauthorized access to data files and/or manipulate such files without permission.
2. Use of computer equipment to commit and/or attempt to commit any criminal act.
3. Use of inappropriate profane, abusive, obscene, discriminatory, or inflammatory language, sounds, or images in any communication on the e-mail system.
4. Storing any profane, abusive, obscene, discriminatory, or inflammatory language or images on any computer equipment.
5. Unauthorized use of computer equipment and/or the e-mail system to engage in commercial activities or political lobbying.
6. Use of computer equipment to access the internet for non-organizational or personal purposes and/or allowing others to use computer equipment to access the internet for such purposes. This includes, but is not limited to, use of computer equipment to obtain, view, download, or otherwise gain access to potentially objectionable materials, video images, or sound files, that are pornographic, obscene, or discriminatory.
7. Allowing non-employees to access the Districts owned computer equipment for personal usage or to gain access to District information.

8. Misuse of computer equipment and/or destroying, defacing, or damaging computer equipment, the e-mail system, or data files located on computer equipment, including, but not limited to, the intentional uploading or creation of computer viruses.



Barbara Hover  
President

11/14/2023



Jerry Countryman  
Vice-President



Chris Somers  
Secretary