

**CACHE MOSQUITO ABATEMENT DISTRICT**  
**ELECTRONIC MEDIA POLICY**

Electronic media and services provided by the Cache Mosquito Abatement District include but are not limited to computers, email, cell phones, voicemail, online services, and the internet. With the rapidly changing nature of these media and services, this policy is a guide and cannot cover every situation.

It is the policy of the CMAD Board to maintain the right of access to retrieve, monitor, and/or read employee communications, and disclose any and all messages communicated through electronic means when District-owned equipment is used. Regardless of the intent of the message (business or personal), any employee involved has no right to privacy, or to the expectation of privacy, concerning the content of any message or the intended destination of any message when communicated through equipment owned by the District.

Employees must not knowingly transmit, receive, or store any communications that could be interpreted as unlawfully discriminatory, harassing, defamatory, threatening, obscene, sexually explicit, illegal, or against any policy of the District. Employees may not send e-mail, text, or other electronic communications that try to hide the identity of the sender or that represent the sender as a different person, nor shall employees disclose confidential or privileged information through electronic communications.

The occasional use for personal, non-business purposes is understandable and acceptable, within the guidelines set forth above. Violation of this policy, like all District policies, subjects an employee to disciplinary action up to and including termination, as appropriate.