



- E. "Public moneys" includes the proceeds derived from the sale of bonds or other evidence or indebtedness authorized by the legislative body of the district.

Nothing in this procedure shall prohibit the use of public resources for providing information to the public about the possible effects of any bond issue or other ballot measure on state activities, operations, or policies, provided that (1) the informational activities are otherwise authorized by the constitution or laws of California, and (2) the information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

## **Occasional/Limited Use**

District employees may make occasional but limited personal use of district resources as authorized by Government Code §8314 if each of the following conditions is met:

- A. If the use is not specifically prohibited or subject to qualifications and limitations noted above.
- B. There is little or no cost to the district.
- C. The use of district resources does not interfere with official duties.
- D. The use is brief in duration, occurs infrequently, and is the most effective use of time or resources.
- E. The use does not disrupt or distract from the conduct of district business due to volume or frequency.
- F. The use does not disrupt other district employees and does not obligate them to make personal use of district resources.
- G. The use does not compromise the security or integrity of district information or software.

## **Use of Computers, E-Mail, and Internet**

A district employee may use district computers and other equipment to access computer networks or other databases, including the Internet and electronic mail, provided such use conforms to ethical standards indicated above under "occasional/limited use" and the use is not prohibited above under "specifically prohibited." (See Board Policy/Administrative Procedure 3720–Computer and Network Use, and “*Compliance Statement for Access to District Data and Information Systems*”, dated September 2005).

## **Promoting Effectiveness/Job Skills**

District officials may authorize a personal use of district resources that promotes organizational effectiveness or enhances the job-related skills of a district employee.

## **Reimbursement**

In general, a district employee may not make private use of district resources and then reimburse the district so there is no actual cost to the district; however, in some limited situations, such as officers or employees working at remote locations, a system of reimbursement may be appropriate. Any system of reimbursement must be established by the district in advance and must result in no cost to the district. To be valid under this rule, the reimbursement system must be approved by the superintendent/president in advance and in writing.