



Board Governance Policy

Computer Equipment Policy

I. Purpose

To establish guidelines regarding the provision and use of SJCERA computer hardware and software to Trustees and Staff in the conduct of business related to SJCERA.

II. Electronic Tablets and Data

- A. SJCERA will provide an electronic tablet with unlimited Cellular Data Service, and all applications needed to conduct Board business to trustees and designated staff members.
- B. SJCERA will not provide or reimburse the cost of other services or supplies such as Internet, telephone, paper, toner, etc.

III. Use of Equipment and Software

- A. Electronic devices provided by SJCERA are for SJCERA business use only and not for personal use.
 - 1. The devices are not to be used for personal reasons or by family members.
 - 2. The device should not be used as a hotspot for Internet activity, unless necessary to conduct SJCERA business.
- B. It is the user's responsibility to ensure the security of the device at all times.
- C. All information that is stored on the device is discoverable under law, except for that which is privileged or falls under certain statutory exemptions. There is no right to privacy with regard to the use of the device.
- D. Downloading or installing software onto the device is not allowed without prior authorization from SJCERA's CEO or Information Systems Manager.
- E. It is the user's responsibility to ensure the equipment provided under this policy is being used only for SJCERA business and not for any other purpose.
- F. Only retain six months' worth of downloaded meeting agenda, recurring reports, or similar data on the provided devices.

- G. SJCERA should immediately be notified if the device is lost or stolen and advise SJCERA staff of the contents on the device at that time, to the best of the user's ability.
- H. Confidential information should not be downloaded and permanently stored on SJCERA devices (Example: Agenda materials for a closed session of a Board or Committee meeting should be deleted as soon as possible following adjournment of the meeting during which the closed session was held.)

IV. Disposition of Electronic Tablet, Computer Equipment and Software

Pursuant to Resolution 2009-05-05 and the *Disposition of Equipment* procedure, the Board of Retirement authorizes the Chief Executive Officer to sell, donate, or dispose of surplus furniture and equipment.

When equipment provided by SJCERA pursuant to this policy is replaced with new equipment, or the user concludes his or her service to SJCERA, the user shall return the equipment to SJCERA for redeployment or disposition using either County surplus or replicating the County's policy of using a third-party public auction site for sale of all surplus equipment or furniture.

V. Devices Not Owned by SJCERA

A trustee or staff member may use an electronic tablet or other equipment not owned or provided by SJCERA in the conduct of business related SJCERA. When such device(s) is used, the trustee or staff member will acknowledge and abide by the *Guidelines for Use of Electronic Devices Not Owned by SJCERA*.

This policy shall apply to all trustees and to any staff member or counsel to whom equipment has been provided.

VI. Policy Review

Staff shall review this Policy at least once every three years to ensure that it remains relevant, appropriate, and in compliance. Any revisions or amendments to this policy must be approved by the Board of Retirement in accordance with the bylaws.

VII. History

- 01/14/2011 Adopted by Resolution 2011-01-01
- 06/08/2012 Amended by Resolution 2012-06-02
- 02/12/2016 Amended by Resolution 2016-02-01
- 04/13/2018 Amended by Resolution 2018-04-01
- 06/29/2018 Staff reviewed, no content changes required; updated format
- 04/12/2019 Policy Review section amended to at least once every three years
- 07/12/2019 Amended for technical adjustments
- 07/08/2022 Amended data usage and other minor edits

07/16/2024 Amended to align with Retention Policy and other non-substantive changes

Certification of Adoption:

Clerk of the Board	07/16/2024
	Date

Related Statutes:
California Government Code Sections 8314 and 81000 *et seq.*