

## Waushara County Board Electronic Device Use Agreement

This agreement is prepared to define terms, conditions and acceptable usage of the Waushara County Board Microsoft Surface Go from here on referred to as electronic device.

1. I understand that the electronic device provided to me is to assist in my duties as a board member of the Waushara County Board and the primary purpose of this device is for communicating, reading and sharing of subjects, documents and data pertinent to the Waushara County Board and will use it in such a manner.
2. I understand that as a matter of convenience I may use the electronic device for personal use on an incidental basis.
3. I understand that all information stored on the device or in a storage system created by this device is subject to public open records laws and I will abide by these laws.
4. I will not engage in any activity that is illegal under local, state, federal or international laws while using the electronic device.
5. I will abide by software copyrights and the terms of all licenses.
6. I will not communicate offensive or disruptive messages on the electronic device this includes, but is not limited to, any messages which are sexually explicit or contain sexual implications, racial slurs, gender offensive comments, profanity, or any other comment that offensively addresses someone's age, race, creed, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest record or conviction record, or any comment which in any way defames another person, or is intended to frighten, intimidate, threaten, abuse, annoy, or harass another person.
7. I will not view pornographic or other offensive content on the electronic device.
8. I will not solicit, advertise or expound on commercial ventures, religious, political or other causes, or any other non-Waushara County Board related issue(s).
9. I will not participate in chain letters, junk email, or any other type of widespread distribution of unsolicited email.
10. I will not participate in any hoaxes with the intention to mislead or trick others into believing/accepting/doing something.
11. I will not knowingly transmit a computer virus, worm, spyware, or any form of malware.
12. I will not knowingly create, modify, forward or receive confidential or proprietary information about the Waushara County Board its employees, clients, suppliers, and other business associates unless authorized to do so. This includes but is not limited to copyrighted materials, trade secrets, proprietary financial information, client lists, credit card numbers, Social Security numbers, employee performance reviews, salary details, computer id's and passwords.
13. I understand that I have no expectation of privacy while using the electronic device and while using it for internet or email services.
14. I understand that the electronic device provided to me is property of Waushara County and will return it when my term ends.
15. I understand that any violation of this agreement or unlawful use will be reported to and reviewed by Waushara County on a case-by-case basis. Depending upon the severity and impact of the violation any one or more of the following may occur: the return of the electronic device, loss of internet privileges, disciplinary action up to and including removal as a Supervisor, employment termination and report of violation to legal authorities
16. If lost, stolen, or broken I will immediately contact Barry West at 920-787-6586.

### Acknowledgement Statement

I acknowledge that I have read, understand, and will comply with the above terms, conditions and usage requirements.

Electronic Device Provided to User: Microsoft Surface Go

Electronic Device Users Name: \_\_\_\_\_

Electronic Device Users Signature: \_\_\_\_\_ Date: \_\_\_\_\_