TRUCKEE TAHOE AIRPORT DISTRICT
POLICY INSTRUCTION

PI NUMBER 213

Effective: ==January 26, 2012==
Revised: September 28, 2022

SUBJECT: **Board of Director Information Technology Device and Service Policy**

SCOPE: This policy establishes guidelines for supplying TTAD owned Information Technology (IT) devices and service plans to the Airport District Board of Directors.

IMPLEMENTATION:

This Policy establishes a means whereby Directors may elect to use a TTAD provided computer or mobile device, such as a laptop, iPad, or similar device, to conduct their duties as members of the Board of Directors for TTAD.

POLICY:

Actions and activities of the Board of Directors are subject to open and public meeting laws of the State of California. Emails, correspondence, documents created and sent from a private device may be discoverable. Personal devices used for District business may be subject to certain provisions of the Brown Act, and hard drive contents may be subject to inspection for TTAD-related activities.

In the interest of security and transparency, Directors may elect to receive a District-owned and maintained technology device, including a District-provided data service plan, to conduct their official business as a member of the Board of Directors in lieu of their personally owned device. This allows Directors an opportunity to separate personal business with TTAD-related business if they so chose.

This Policy also acknowledges that there are certain costs associated with processing and receiving District related business by individual Directors. Emails, board packets and documents related to District business can be substantial and this policy attempts to compensate Directors for this expense.

In the event a Director elects not to accept a TTAD-owned IT device and chooses to utilize a privately owned device to send and receive TTAD emails, correspondence, or other business, the District will compensate Director for the actual costs of a monthly data service plan for their device up to $50.00 per month.

Directors who chose to use their own devices have the option of using a web browser to log into, send and receive emails. Access to email from outside of TTAD's network requires multi-factor authentication and shall be conducted in compliance with current cyber-security best practices.

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While the primary purpose of the District supplied IT device is to conduct official TTAD business. ~~,~~ ~~I~~incidental personal use of the device is permitted~~, provided such personal use does not prevent District related business from being carried out on that District-supplied IT device.~~ so long as it complies with TTAD's Network Use Policy and users complete network security training. As the device is a TTAD asset, all usage whether personal or business related may be subject to public review.

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~~Tom VanBerkem,~~Kat Rohlf, Board **President**