



# LOOKINGGLASS RURAL FIRE DISTRICT

## INFORMATION TECHNOLOGY POLICY

### Article I

#### Mission Statement

Lookingglass Rural Fire District (LRFD) seeks to engage its citizens and community by using a social media tool to promote its mission, programs and services. This policy defines the guiding principles for the use of these technologies. The LRFD is committed to effectively implement all social media approaches, and attempt to keep up with the rapidly changing internet. This policy is intended to guide volunteers and elected officials in the use of social media for business purposes and assist in avoiding illegal or damaging actions. It is intended to promote transparency in the conduct of the District's business, to welcome community input into the government process, and to satisfy records retention requirements of County and State laws.

### Article II

#### Section I. Accessibility

We are committed to making [www.lookingglassfire.org](http://www.lookingglassfire.org) accessible to people with disabilities. To ensure that we meet or exceed the requirements of Section 508 of the Rehabilitation Act, we continually review our site and modify pages to remove accessibility problems for people with disabilities.

#### Section II. Contact

If anyone has any difficulty accessing the website listed above, please notify the Web Manager by email at: [webmanager@lookingglassfire.org](mailto:webmanager@lookingglassfire.org).

Adopted June 10, 2015

## Article III

### Section I. Linking Procedures

Generally, we link to other Government websites (their names usually end in “.gov”). If non-Government websites (names ending in “.edu,” “.com,” etc.) provide information that's pertinent but not available on a Government website, we will attempt to link to them.

#### A. DFPA

Fire alerts and other information from the Douglas Fire Protection Association will be used in our information and outreach efforts.

#### B. Links to Other Websites

Directories of various informational sources in U.S. Counties and States will be provided such as:

1. U.S. Forest Service (<http://www.fs.fed.us/>)
  - a. Smokey The Bear<sup>®</sup>
  - b. Woodsy Owl<sup>®</sup>
2. FOIA Information
3. NFPA (<http://www.nfpa.org/>)
  - a. Sparky the Fire Dog<sup>®</sup> (<http://www.sparky.org/>)

#### C. Disclaimer

The Lookingglass Rural Fire District (LRFD) website tries to only contain links to certain websites that are affiliated with the United States Government, State and Local Governmental Agencies, International Agencies, and other Public Entities.

LRFD cannot attest to the accuracy of information provided by such websites. If we provide a link to such a website, this does not constitute an endorsement by LRFD or any of its employees of the information or products presented on the non-LRFD website.

Also, such websites are not within our control and may not follow the same privacy, security or accessibility policies. Once you visit such a website you are subject to the policies of that site.

## Article IV

### Section I. Browser

The LRFD designs, develops, and tests Internet content and applications to work with web browsers

Adopted June 10, 2015

that adhere to the most recent World Wide Web Consortium (W3C) Recommended Standards and Draft Recommendations and Section 508 of the Federal Rehabilitation Act of 1973. The goal of this policy is for LRFD web pages and applications to be compatible with as many web browsers and devices as possible with JavaScript enabled, regardless of the operating system employed.

## **Section II. IT Maintenance**

The Fire Chief, or a Board Member, shall be responsible for the regular maintenance, upgrades and software updates to the computer systems and related office equipment. This shall be done on a monthly schedule. In order to ensure that the needs of the District are met, an annual evaluation shall be performed on the IT equipment, prior to the Regular Business Meeting in April.

Items to include, but not limited to:

- a. Office Computer
- b. Laptop Computer
- c. Printer(s)
- d. Video Recorder
- e. Telephone System
- f. Software
- g. Internet and WiFi Systems
- h. Router(s)

## **Section III. Security Protocols**

Our website uses computer systems, software programs, and other methods to monitor network traffic to identify unauthorized attempts to upload, add, modify or otherwise damage its information or systems.

Any unauthorized attempts to upload, add, modify or otherwise damage any information or systems are strictly prohibited and are punishable by Federal laws and regulations. Persons using this website expressly consent to this monitoring. Should this monitoring reveal evidence of possible abuse or criminal activity, such evidence may be provided to law enforcement officials for prosecution.

Passwords for the website must be changed when personnel changes occur. This is the responsibility of the Communications Officer (see **Article XI, Section I**).

Adopted June 10, 2015

## **IMPORTANT NOTE:**

Do not seek correction of personal information through the information quality procedures described above. To seek correction of information related to individual records, benefits, or earnings, please call us at 541-679-5555 or contact us directly through the Freedom of Information Act Request (see **Public Records Policy**).

## **Article V**

### **Section I. Scheduling of Content**

1. The website will be updated within one week of every Regular Business Meeting (or Special Meeting) of the District.
2. Agendas will be placed on the website at least 24 hours prior to any meeting.
3. Minutes will be placed on the website after they are approved by the Board of Directors. Drafts of minutes may be requested prior to their publication, if available, a week before the next meeting.
4. The link to the videos of the meetings will be available as soon as practicable after each Regular Board Meeting or Special Meeting (such as Budget Meetings, etc.).
5. A public notice of Board Meetings will be posted on the District's website at least three (3) days prior to each meeting. The notice will comply with the requirements in **ORS 192.640**. It is the responsibility of the Website Administrator to assure that a Public Notice has been posted on the District's website.

## **Article VI**

### **Section I. Freedom of Information Act**

The Freedom Of Information Act (FOIA) allows members of the public to request records from Federal agencies. The Federal government established FOIA to promote transparency and prevent agencies from having secret policies.

Our Public Records Policy explains how to request information and records from us, describes information we can't disclose, and lists our fees for filing an FOIA request. We also provide FOIA regulations, manuals and instructions, annual reports, privacy impact assessments, and information about frequently requested documents.

**NOTE:** If Lookingglass Rural Fire District Elected Officials have their own Websites (Facebook, Twitter, blogs, etc.) they should be used for informational purposes only - or to solicit constituent opinions. Care should be taken by the Board Directors when they exchange postings and/or have an interactive discussion on a social networking site, as this could be construed as a "Meeting" under **ORS 192.610(5)**. It is possible that the Public Records Law will be applied to communications

Adopted June 10, 2015

between District Officials relating to office District business, even on a non-District website, therefore, retention schedules for public records must be followed for records pertaining to District business (see **Public Records Policy**).

Any posted original content that constitutes a District record that is not preserved and retained elsewhere in compliance with the appropriate County or State retention schedule, must be captured by the District and retained according to the appropriate schedule and media preservation requirements.

Any posted content that is a copy of a District record that does exist in another location does not need to be preserved, provided that the original content is being retained in compliance with the appropriate County or State retention schedule and media preservation requirements.

The public record retention law may apply whether the site is hosted by the District or a third party.

Any posted content that is required only as long as needed (or superseded) may be deleted when no longer needed. The length of time a record must be retained depends on its content. More specific information is available by contacting District Counsel.

## **Article VII**

### **Section I. Copyrights**

We do not post copyrighted material on our website unless we have the express permission of the author. If we post copyrighted material, we will describe the specific permission granted for its use.

As a public agency, we generally do not own rights to material on our website. Most of the material on our website consists of new or republished government documents and as such, it is considered public domain. So, we do not generally grant or deny permission to publish or otherwise distribute it.

A user is responsible for determining and satisfying copyright or other use restrictions when publishing or otherwise distributing material found on the LRFD website.

Lookingglass Rural Fire District is not responsible for determining whether any material on a website accessible by a link from our website is copyrighted or not.

## **Article VIII**

### **Section I. Oral History**

Videos of Meetings of the Lookingglass Rural Fire District are available at our online website <https://www.youtube.com/watch?v=4CyPiFoH0DA>. Copyright law grants copyright of oral histories to the interviewees. Use of the material in an oral history is therefore governed by copyright

Adopted June 10, 2015

restrictions. We will only post transcripts of interviews for which we have been given a grant of deed to the interview, or which have been released into the public domain.

The fact that we posted the transcript of an interview on this site does not necessarily mean that it has been released as a public domain document; it depends on the specific wording of the Grant of Deed. Therefore, users should not use (beyond limited quotation) the transcripts of any oral history interviews without the express permission of our Board of Directors.

## **Article IX**

### **Section 1. Internet Programs**

**A.** The LRFD provides information on its web site in a variety of file formats that best match the transmittal and display requirements of the information, while taking into account the level of resources typically available to its visitors. Most of these file formats are easily read and displayed by standard web browsers or word processing programs, but some files whose formats have been specifically developed for transmitting and displaying special content, such as multimedia or very precisely defined documents, may require the use of additional software to be presented correctly.

**B.** Browser Plug-ins, Players and Readers for Web Pages may require more information and additional software that are available for free (see Acrobat Reader, Adobe Flash Player, Java, Apple QuikTime, etc.).

## **Article X**

### **Section I. Privacy**

We respect your right to privacy and will protect it when you visit our website. The LRFD collects no personal information about you when you visit our website unless you specifically and knowingly choose to provide such information to us. If you choose to provide information to us, we use it only to fulfill your request for information or services.

## **Article XI**

### **Section I. Website Maintenance Schedule**

A Board Member shall serve as the Communications Officer and be responsible as the Administrator of the District's website, as set forth in the District's Bylaws and Procedural Policies.

Adopted June 10, 2015

The Website Administrator shall serve as the Web Manager and be responsible for designing, updating, monitoring and maintaining the internet presence of the Lookingglass Rural Fire District. The Board of Directors may appoint a community volunteer, with those abilities, as Web Manager to assist the Communications Officer.

Maintenance shall include:

- A. Maintenance of Domain Name registration
- B. Keep Hosting Service operative and current
- C. Maintain Google account

The Administrator shall also be responsible for insuring that the District's website, YouTube, and email account passwords are changed as necessary, when District personnel change.

## **Section II. Website Content**

Unless the LRFD Board of Directors votes otherwise, the Website Administrator shall determine what content is placed on the website, in accordance with District policies, and Local, State and Federal laws.

In order to facilitate the timely posting of notices and approved documents, the Web Manager has ongoing permission from the Board to post the following as soon as they are available:

- A. Public notices of Board Meetings
- B. Agendas for Board Meetings
- C. Fire Alert notices from DFPA
- D. Board-approved meeting minutes
- E. Board-approved reports
- F. List of calls reported by the Fire Chief
- G. Public Service Announcements
- H. Board Meeting videos

It is the intent of the Board to post, in a timely manner, all District public documents, including District policies, approved District bylaws, and other time-limited content, such as agendas, alerts, and old documents that have been revised. Some of these may be removed after their time of importance has passed; upon Board approval.

Any other documents to be posted, and other changes to the web site, must be approved by the Communications Officer.

Adopted June 10, 2015

## **Section III. Email Accounts**

### **A. Communications Officer**

A District email account for the Web Manager, shall be maintained on the District website, for the Public to be able to communicate any problems that are occurring with the website. Concerns from the Community, about the website, shall be forwarded to the Communications Officer for an appropriate reply.

### **B. Secretary**

Correspondence may be directed by email to the Board, via a link on the Directors Page of the website, which will be forwarded to the Secretary for response.

### **C. Email Protocol**

Purely personal messages, as well as unsolicited messages and advertisements (Spam) are not public records under the retention/disposition aspect of Oregon law, but may be accessible to the public under the access portion of the law.

Work done on private email accounts, as well as personally-purchased computers and hand-held devices, might be considered a public record for both access and retention/disposition. It is strongly recommended that District employees use a designated account for official business. Official business should not be conducted by Instant Messaging or chat Rooms.

#### **i. Appropriate Use**

- a.** District email shall be used for business matters directly related to the business activities of the Lookingglass Rural Fire District (LRFD) and as a means to further the agency mission by providing services that are efficient, complete, accurate and timely.
- b.** Email shall not be used for personal gain, outside business activities, political activity, fund-raising or charitable activity not sponsored by the State of Oregon or the LRFD.
- c.** Email shall not be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability, or sexual preference; promote sexual harassment; or to promote political or religious business or beliefs.

The use of privately-owned email accounts, or personal digital assistants (PDA's), for sending and receiving work-related email messages may be used but is not recommended. However, if these resources are used for work-related purposes, the user must transfer all work-related messages to an agency-owned system or network and must realize that these private accounts and PDA's may be subject to public disclosure and retention requirements.

Adopted June 10, 2015



## **ii. Inappropriate Use**

No employee shall read email received by another employee when there is no business for doing so. No employee shall send email under another employee's name without authorization. No employee shall change any portion of a previously-sent email message without authorization.

## **D. Training**

The LRFD Board of Directors shall ensure that training activities on the use of business-related email and District-owned information technology are provided for new, and current, LRFD Board Members, as necessary. Training would include those who are hired, elected or appointed to provide service to the District. This includes paid and unpaid volunteers.

## **E. Etiquette Rules**

There are many etiquette guides and etiquette rules. Please refer to the Oregon ***E-mail Policy Manual for Local Government*** for examples of etiquette rules to follow for LRFD business (<http://arcweb.sos.state.or.us/doc/recmgmt/train/erm/emailman806.pdf>).

# **Article XII**

## **Section I. Amendments**

Any amendments/changes to these policies must be approved by vote of at least three (3) members of the Board. Proposed changes must be presented at one regular business meeting, and then voted on at the next regular business meeting.

**END OF DOCUMENT**