



Medina County Policy Manual



Policy: Laptop Computers	Section: Work Rules	Number: 7.040
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- A. Laptop computers used by County employees are for internal and external communication and to support County business functions to their fullest capacity. This policy advises employees and department heads of their responsibilities and provides guidance in managing distribution and usage.
- B. Laptop computers are to be provided to employees based on demonstrated need and job function as approved by the Department Head. This includes but is not limited to
 - 1. Employees whose positions involve on-call duties,
 - 2. Employees who, during the normal course of employment, perform their duties away from their assigned work space and
 - 3. Employees who have demonstrated a need to be in contact with their office via e-mail and communication interfaces.
- C. Laptop computers are to be used by county employees to support County government business **only**.
 - 1. Employees may use laptop computers to communicate informally with others in the County so long as the communication meets professional standards of conduct.
 - 2. Employees may use laptop computers to communicate outside of the County government when such communications are related to legitimate business activities and are within their job assignments or responsibilities.
 - 3. Employees will not use laptop computers for illegal, disruptive, unethical or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interests of the County.
 - 4. Laptop computers should not be used while operating a motor vehicle. Employees must take every effort to ensure the safe usage of laptop computers.

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- D. Laptop computer contents are not personal and private. Department heads will routinely monitor an individual employee's laptop computer. Department heads will take reasonable precautions to prevent possible misuse of laptop computers. Department heads are to investigate possible misuse of laptop computers when a reasonable suspicion of abuse exists or in conjunction with an approved investigation.
- E. An employee is prohibited from accessing another user's laptop computer without his or her permission. Laptop computer contents may be:
1. Subject to release to the public under Ohio's public records law;
 2. Subject to discovery in legal actions.
- F. Department heads will ensure that policies are implemented by management and supervisors. They will train staff in appropriate use and be responsible for ensuring the security of laptop computer devices and proper usage.
- G. Employees must take every effort to ensure the security, safety and maintenance of the laptop computer. Any misuse of laptop computer will result in appropriate disciplinary action.