



RIVERSIDE COUNTY  
ECONOMIC DEVELOPMENT AGENCY

# ***POLICIES & PROCEDURES***

Date: August 12, 2003

Number: 21-01

**SUBJECT: MONITORING PUBLIC COMPUTER USE AT WORKFORCE DEVELOPMENT CENTERS**

**PURPOSE:** To establish policy and procedures for computer use by the public within Riverside County Workforce Development Centers' Career Resource Area facilities.

**REFERENCES:** Riverside County Board of Supervisors Policy A-50

**LOCALLY IMPOSED REQUIREMENTS:** Locally imposed requirements are indicated in ***bold, italic*** type.

**EFFECTIVE DATE:** August 1, 2002

**BACKGROUND:**

Each Workforce Development Center (WDC) provides comprehensive services to the public in the Career Resource Areas (CRA), which include use of computers to allow individuals to access One-Stop partner services, draft resumes, cover letters, and other materials that will assist in job search. Limited Internet access is provided through these computers. Riverside County policy requires any Internet access and computer use shall be in accordance with the policy that prohibits inappropriate use of these resources. There is great demand for the use of these resources and materials, and it is crucial to ensure such resources are used appropriately.

**POLICY:**

***Riverside County Economic Development Agency (EDA) expressly adopts and applies the Board of Supervisors Policy A-50 and will act to ensure public use of these computers and materials is appropriate and in accordance with this policy. Workforce Development Center staff members will monitor computer use, either physically or electronically.***

## **PROCEDURES:**

### Monitoring Software

PROXY software will be used to monitor public computer use in the Career Resource Areas. This program will allow undetected monitoring to ensure appropriate use. The public shall be advised there is no expectation of privacy in the use of these computers, and access to various sites on the Internet is strictly limited. Unauthorized use may be subject to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of the Riverside County computer system, authorized or unauthorized, constitutes consent to monitoring for these purposes.

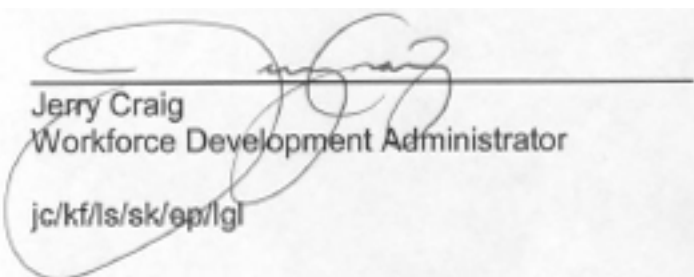
### Agreement/Guidelines for Computer Use

Visitors to the Career Resource Areas shall be given guidelines which include language to be read and agreed to prior to use of the computers by the general public:

- Computers are provided for job search and career exploration activities ONLY. Personal use of the computers for entertainment and financial gain is NOT allowed.
- Computer use is not private; therefore, computer users should not expect it to be so.
- Workforce Development Center staff has the ability to access, monitor, review and/or copy any information from the computers, as appropriate, to ensure proper use of the Career Resource Area resources. This ability exists despite the use of any security measures (such as passwords) or deletion of information. Information can be saved even though it appears to have been deleted.
- CRA visitors shall be advised computer use is subject to monitoring by Workforce Development Center staff at all times, although this monitoring may not be visible to the computer user.
- An individual using computer equipment after being advised of these guidelines is deemed to consent to such action by the Workforce Development Center staff.

Further, visitors to the Career Resource Area shall provide written signature as acknowledgment and agreement to the terms and conditions stated above.

Please refer any questions or concerns regarding this Policy and Procedures to the Career Resource Areas' Assistant Program Manager.



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