



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name: Information Technology
Department No.: 067
Agenda Date: July 1, 2025
Placement: Administrative Agenda
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director: Chris Chirgwin, Chief Information Officer (CIO)
Contact: Andre Monostori, Deputy CIO
SUBJECT: ITAM-0550 Acceptable Use Policy

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Receive and file the ITAM-0550 Acceptable Use Policy approved by the Executive Information Technology Council (EITC) on April 23, 2025.

Summary Text:

The attached ITAM-0550 Acceptable Use Policy was approved by the Executive Information Technology Council (EITC) on April 23, 2025. This policy serves as a foundational document, providing essential guidance on the appropriate use of the County's information technology assets. It is designed to ensure the integrity, security, and availability of these resources for all authorized users. While not required to be presented to your Board, it is being shared today for informational purposes.

Discussion:

The ITAM-0550 Acceptable Use Policy, approved by the EITC on April 23, 2025, underwent the meet-and-confer process prior to its adoption. This policy establishes clear expectations for the responsible use of County IT resources and is critical to safeguarding those resources. It is intended to protect

the County and its stakeholders, including employees, contractors, volunteers, and the public—by defining acceptable behaviors and practices in the use of County technology systems.

Background:

The EITC was established to provide strategic oversight and governance for the County's IT investments. A key component of this governance structure is the Information Technology Policy Committee, which is responsible for developing and maintaining the County's official IT policies. The Board of Supervisors has delegated authority to the EITC for final review and approval of IT policies recommended by the committee. While EITC holds this authority, it may occasionally opt to present a policy to the Board for informational or strategic review.

Attachments:

Attachment A – ITAM-0550 Acceptable Use Policy

Contact Information:

E. Price, Chair IT Policy Committee
A. Monostori, Assistant Director, ITD