



## Board Summary Report

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**File #:** 26-258

**Agenda Date:** 5/26/2026

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**To:** Board of County Commissioners

**Through:** Phillip Savino, Director of Information Technology

**Prepared By:**  
Philip Savino, Director, Information Technology

**Presenter:** Philip Savino, Director of Information Technology and Nikki Rosecrans, Manager of Information Security and Compliance

**Subject:**  
Acceptable Use Policy for Computers and Related Technology (AUP)

**Purpose and Request:**

Arapahoe County Information Technology (IT) respectfully requests that the Board of County Commissioners approve the updated Acceptable Use Policy for Computers and Related Technology (AUP), which establishes clear expectations for the appropriate use of County Computing Resources - including computers, mobile devices, networks, internet access, email, applications (such as Software-as-a-Service [SaaS], web-based platforms, low-code/no-code solutions, and Artificial Intelligence [AI] tools), and other technology systems used to conduct County business.

**Alignment with Strategic Plan:** Good Governance - Deliver mandated and essential services with excellence.

**Background and Discussion:** Arapahoe County continues to expand its reliance on technology to deliver critical services, collaborate across departments, and support a modern workforce. As part of this evolution, the use of cloud-based applications, mobile devices, and emerging technologies such as Artificial Intelligence (AI) and Machine Learning (ML) tools has increased significantly. This growth requires clear, updated guidance to ensure County Computing Resources are used appropriately and securely. The updated Acceptable Use Policy for Computers and Related Technology (AUP) reflect these changes by defining expectations for the use of all County technology resources, including hardware, software, networks, internet, email, remote access, and applications including SaaS, web-based and low-code/no-code tools, and AI solutions. The policy applies to all users of County systems, including employees, elected officials, contractors, and volunteers, and is designed to reduce risk, protect sensitive information, and support responsible technology use.

**Alternatives:** Maintaining the current policy does not adequately address modern technologies or the evolving cybersecurity landscape, creating gaps that may lead to misuse, increased security risks, and inconsistent practices across departments. In contrast, the updated policy establishes clear, current guidance for the use of County technology resources, including emerging tools such as Software-as-a-Service (SaaS) and Artificial Intelligence (AI). These enhancements strengthen the County's security posture, reduce overall risk, and better align with today's operational needs and

cybersecurity best practices.

**Fiscal Impact:** None.

**Alignment with Strategic Implementation Strategies:** The attached framework helps Arapahoe County institutionalize values-based, transparent decision-making, documenting how we make decisions and carry out actions to achieve the county's strategic plan.

**Staff Recommendation:** The Information Technology Department and E-Team recommend that the Board of County Commissioners approve the updated County-wide Acceptable Use Policy for Computers and Related Technology (AUP).

**Concurrence:** None.