

This agreement has two parts:

- ALCOLearn Agreement
- ALCOLearn Guidelines

You must check the checkbox on the login form to proceed with logging into ALCO Learn. By doing so, you acknowledge you have read, understood and accept the terms stated here.

ALCOLearn Usage Agreement

ALCOLearn is an online learning resource system available to you to build your individual strengths, supplement training, and provide professional and personal development. Some Agencies/Departments may assign specific courses to help build job skills. If a course is required by your Agency/Department for your job position, or if your supervisor has specifically assigned you to take a course, you must take and complete the course during your normal working hours at times convenient for your organization and only if approved in advance by your supervisor before you access or take a course.

You also may want to take a course for your personal growth that is not required for your job, nor required or assigned by your supervisor. These non-required or unassigned courses are referred to as elective courses, and should be accessed only on your own time and only outside of your normal working hours. Accessing or taking courses under those circumstances is voluntary and not eligible for overtime pay or other form of compensation.

ALCOLearn Usage Guidelines

ALCOLearn offers an optional online social networking feature called *inGenius*, which provides you the opportunity to engage in discussions about content in the system, and adds a collaborative social learning layer. It is intended to foster collaboration and contribute to Alameda County's knowledge base and allows employees to securely create and share knowledge assets and expertise by leveraging information currently found in ALCOLearn. You are not required to create a profile or leave comments; however, in order to add comments you must opt in and create a profile. Your profile should be limited to your professional qualifications including certificates, general work experience, and interests. Do not include any PII (personally identifiable information).

Comments are not moderated; however, any user can tag a comment as "abuse" and the post will be reviewed and, if appropriate, removed by an administrator. You are expected to conduct yourself in accordance with Alameda County policies and procedures, including but not limited to, the Appropriate Use of Telecommunications and Information Technology Systems, Mutual Respect, Sexual Harassment and Workplace Violence policies.

If you are unsure regarding the appropriateness of what you want to do, you must ask your supervisor for guidance before proceeding.