

ELECTRONIC MAIL (E-MAIL) AND INTERNET USAGE

Purpose:

The purpose of this policy is to establish appropriate standards and guidelines for the use of electronic mail (e-mail) and internet access within district stations and to ensure usage is consistent with district policies, all applicable laws, and the individual user's job responsibilities.

Electronic Mail (E-mail):

E-mail is a district resource made available to members to communicate with each other, other governmental entities, companies and individuals for the benefit of the district.

- A. E-mail is to be used primarily for official business purposes. Personal messages should be kept to a minimum. No solicitations should be conducted through e-mail.
- B. E-mail is not a privileged communication, nor subject to privacy.
- C. E-mail shall not be used to harass, torment, or disparage another party. Offensive and harassing communications are unacceptable and prohibited.
- D. District users shall not intentionally seek information on, obtain copies of, or modify files, belonging to other district users, unless explicit permission to do so has been obtained.

Internet:

The district's connection to the internet primarily exists to facilitate the official work of district members. The internet facilities and services are provided for members for the efficient exchange of information and the completion of assigned responsibilities.

- A. Principles of acceptable use include the following:
 - 1. To respect the privacy of other users.
 - 2. To respect the legal protection provided to programs and data by copyrights and license.
 - 3. To protect data from unauthorized use or disclosure.
 - 4. To respect the integrity of computing systems.
 - 5. To safeguard personal accounts and passwords.
- B. Unacceptable activities are those practices that do not conform to the purpose, goals, and mission of the district and to each user's authorized job duties and responsibilities. The following list provides some examples:
 - 1. Private or personal, for profit activities.
 - 2. Use for any illegal purpose, including communications that violate any laws or regulations.

3. Transmitting threatening, obscene, or harassing messages.
4. Intentionally seeking information about, obtaining copies of or modifying files, data, or passwords belonging to other users.
5. Interfering with or disrupting network users, services, or equipment.

Monitoring:

- A. This policy provides notice that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and user access requests, and will monitor messages, as necessary, to assure efficient performance and appropriate use. Messages or information relating to or in support of illegal activities will be reported to the appropriate authorities.
- B. The district specifically reserves the right to log network use and monitor file server space utilization by users and assumes no responsibility or liability for files deleted due to violation of file server space allotments.
- C. The district also reserves the right to: assign user accounts, remove a user account from the network; limit user access; revoke any system(s) access; and define, revise and/or administer any and all aspects of electronic network and communications systems.

Compliance:

- A. Each district user is responsible for complying with this and all other relevant policies when using the district's resources. Members who violate this policy may be subject to the full range of disciplinary action.
- B. Questions regarding the interpretation of this policy and/or e-mail and internet usage should be directed to the member's immediate supervisor or to the Chief and/or Assistant Chief.