



## E-MAIL POLICY

Manson Parks & Recreation has established this policy with regard to the acceptable use of agency provided electronic messaging systems, including but not limited to e-mail and instant messaging. E-mail and instant messaging are important and sensitive business tools. This policy applies to any and all electronic messages composed, sent or received by any employee or by any person using agency-provided electronic messaging resources.

### POLICIES

Manson Parks & Recreation sets forth the following policies, but reserves the right to change them at any time as may be appropriate or required under the circumstances.

- Provides electronic messaging resources to assist in conducting agency business.
- All messages composed and/or sent using agency-provided electronic messaging resources must comply with agency policies regarding acceptable communications.
- Prohibits discrimination based on age, race, gender, sexual orientation, physical or mental disability, sources of income, or religious or political beliefs. Use of electronic messaging resources to harass or discriminate for any or all of the aforementioned reasons is prohibited.
- The electronic messaging system(s) is (are) Manson Parks & Recreation property. All messages stored in agency-provided electronic messaging system(s) or composed, sent or received by any employee are the property of Manson Parks & Recreation. Furthermore, all messages composed, sent or received by any person using agency provided equipment are the property of Manson Parks & Recreation. Electronic messages are NOT the property of any employee.
- Upon termination or separation from the agency, Manson Parks & Recreation will deny all access to electronic messaging resources, including the ability to download, forward, print or retrieve any message stored in the system, regardless of sender or recipient.
- Each employee will be assigned a unique e-mail address that is to be used while conducting agency business via e-mail.
- Manson Parks & Recreation reserves the right to intercept, monitor, review and/or disclose any and all messages composed, sent or received. The interception, monitoring and reviewing of messages may be performed with the assistance of content filtering software, or by designated agency employees and/or designated external entities. Employees designated to review messages may include, but is not limited to, an employee's supervisor or manager and/or representatives from the Human Resources Department, Legal Department or IT Department.
- Electronic messaging resources may be used *infrequently* and *occasionally* for personal use. Excessive personal use may result in disciplinary action, including but not limited to the loss of this privilege and/or termination. Manson Parks & Recreation resources provided electronic messaging resources may not be used for the promotion or publication of one's political or religious views, the operation of a business or for any undertaking for personal gain.

- Manson Parks & Recreation employs sophisticated anti-virus software. Employees are prohibited from disabling anti-virus software running on Manson Parks & Recreation provided computer equipment.
- Manson Parks & Recreation reserves the right to alter, modify, re-route or block the delivery of messages as appropriate. This includes but is not limited to:
  - ✓ Rejecting, quarantining or removing the attachments and/or malicious code from messages that may pose a threat to Manson Parks & Recreation resources.
  - ✓ Discarding attachments, such as music, considered to be of little business value and of significant resource cost.
  - ✓ Rejecting or quarantining messages with suspicious content.
  - ✓ Rejecting or quarantining messages containing offensive language.
  - ✓ Re-routing messages with suspicious content to designated to Manson Parks & Recreation resources employees for manual review.
  - ✓ Rejecting or quarantining messages determined to be unsolicited commercial e-mail (spam).
  - ✓ Appending legal disclaimers to messages.
- Any employee in violation of these policies is subject to disciplinary action.

## **PRACTICES AND PROCEDURES**

Manson Parks & Recreation employs certain practices and procedures in order to maintain the health and efficiency of electronic messaging resources, to achieve agency objectives and/or to meet various regulations. These practices and procedures are subject to change as appropriate or required under the circumstances:

- ✓ Manson Parks & Recreation treats relevant electronic messages as a business record. As with any business record, established practices and procedures for the safekeeping, retention and ultimate destruction of the business record must be followed.
- ✓ Manson Parks & Recreation serializes archives and retains copies of all internal and external electronic messages.

## **RISK AND CAUTIONARY ADVICE**

While electronic messaging resources allow employees to conduct agency business efficiently, use of e-mail comes with some inherent risks. All employees should be aware of these risks and take precautions to mitigate them.

- ✓ Electronic messages are legally discoverable and permissible as evidence in a court of law.
- ✓ Messages sent electronically can be intercepted inside or outside the agency and as such there should never be an expectation of confidentiality. Do not disclose proprietary or confidential information through e-mail.
- ✓ Electronic messages are frequently inadequate in conveying mood and context. Carefully consider how the recipient might interpret a message before composing or sending it.
- ✓ Even though the agency employs anti-virus software, virus infected messages can could enter the agency's messaging systems. Viruses, "worms" and other malicious code can spread quickly if appropriate precautions are not taken:
  - Be suspicious of messages sent by people not known by you.

- Do not open attachments unless they were anticipated by you.
- Disable features in electronic messaging programs that automatically preview messages before opening them.
- ✓ Manson Parks & Recreation considers unsolicited commercial e-mail (spam) a nuisance and potential security threat. Do not attempt to remove yourself from future delivery of a message that you determine is spam. Unscrupulous mass junk e-mailers use these “Remove Me” links often as a means to verify that you exist. Attempting to remove yourself will only ensure that you will receive ever-increasing amounts of spam.
- ✓ Internet message boards are a fertile source from which mass junk e-mailers harvest e-mail addresses and e-mail domains. Do not use agency-provided e-mail addresses when posting to message boards.