

EMAIL USAGE POLICY

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OSF Specifications

5.4—Email Usage

Electronic mail (email) is a highly efficient form of modern communication media. Used appropriately, email provides people with a means to communicate thereby facilitating business contact. However, this convenience also tempts users to experiment or take advantage of this media, resulting in email of unwelcome types (collectively known along with other unwelcome activity as Net Abuse). The improper use of this email technology may jeopardize systems integrity, security and service levels. Access to email is provided to users to assist them to perform their work and their use of email **must** not jeopardize operation of the system or the reputation and/or integrity of the State.

Email accounts are made available to all agency staff that requires the service for the performance of job related functions. The following statements apply:

- A. All email and associated system resources are the property of the State. Email is subject to the same restrictions on its use and the same review process as is any other government furnished resource provided for the use of employees. Its use and content may be monitored.
- B. Email usage **must** be able to withstand public scrutiny. Users **must** comply with all applicable legislation, regulations, policies and standards. This includes complying with copyright and license provisions with respect to both programs and data.
- C. While email is provided as a business tool to users, its reasonable, incidental use for personal purposes is acceptable. This use **must** not, however, detrimentally affect employee productivity, disrupt the system and/or harm the government's reputation.
- D. Users may not:
 1. use email for commercial solicitation or for conducting or pursuing their own business interests or those of another organization,
 2. use email to distribute hoaxes, chain letters or advertisements and/or send rude, obscene, threatening or harassing messages,
 3. use email to distribute pornographic material or hate literature,
 4. use email to harass other staff members,
 5. use email to send executable programs or games,
 6. use email to send potentially offensive material, and
 7. propagate viruses knowingly or maliciously.

- E. Users **must** not send, forward and/or reply to large distribution lists concerning non-government business. In addition, users **must** consider the impact on the network when creating and using large, work-related distribution lists.
- F. Email is a record and therefore management of email **must** comply with existing legislation, regulations, policies and standards.
- G. Alleged inappropriate use of the email technology will be reviewed by the agency involved as well as the hosting agency on a case-by-case basis and may lead to disciplinary action up to and including dismissal. In respect to contractors, it may lead to cancellation of the contractual arrangement. In any of the cases, it may lead to litigation.

ODCTE Implementation

5.4—Email Usage

The ODCTE adopts and adheres to this policy in its entirety as stated in the OSF Specifications above, with the exception of wording changes in the sections listed below.

- A. All email and associated system resources are the property of the State of Oklahoma. **All email account IDs must be clearly identifiable and users must clearly identify themselves if using an ID other than their own.** Email is subject to the same restrictions on its use and the same review process as is any other government furnished resource provided for the use of employees. Its use and content may be monitored.
- D. Users may not:
 - 5. use email to send **non work-related** executable programs or games,
- G. **Classified ads and non work-related mass email announcements should not be sent via agency email. These items are to be posted via the FYI system provided by the agency. Policies and suggestions for using the FYI can be found at the bottom of the FYI page, and should be considered before using the FYI system.**
- H. Alleged inappropriate use of the email technology will be reviewed. ~~by the agency involved as well as the hosting agency on a case by case basis, and may lead to disciplinary action up to and including dismissal.~~ **Failure to comply with any of these policies may result in the denial of access privileges and may be reported to proper management.** ~~In respect to~~ **For** contractors, it may lead to cancellation of the contractual arrangement. ~~In any of the cases, it may lead to litigation.~~

For assistance with this policy, please contact Computer Support.