

# Idaho Technology Authority (ITA)

## ENTERPRISE POLICY – P1000 GENERAL POLICIES

Category: P1040 – EMPLOYEE ELECTRONIC MAIL AND MESSAGING USE

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### I. AUTHORITY

Authority: Idaho Code § 67-5745C(3)  
Executive Order 2005-22

Idaho statute states in part “the Idaho Technology Authority shall:

Within the context of its strategic plans, establish statewide information technology and telecommunications policies, standards, guidelines, conventions and comprehensive risk assessment criteria that will assure uniformity and compatibility of such systems within state agencies;”

### II. ABSTRACT

The purpose of this policy is to ensure proper and efficient use of the State of Idaho’s electronic mail and messaging systems by its employees.

### III. DEFINITIONS

Electronic Mail – Electronic mail (e-mail) is any electronic communication between two or more individuals and may contain any form or combination of text, audio, video, drawings, or photographic representation.

### IV. POLICY

1. Electronic mail is a tool for business communications. Users have the responsibility to use this resource in an efficient, effective, ethical, and lawful manner. E-mail

communications must comply with all applicable laws, regulations and generally accepted business etiquette.

2. The primary purpose of electronic mail is to conduct official business. Employees may occasionally use electronic mail for individual, nonpolitical purposes on their personal time, if such use does not violate the terms and conditions of this policy or interfere with State business.
3. All e-mail accounts maintained on the e-mail systems are the sole property of the State of Idaho. The agency has the right to monitor any employee's e-mail account. Any unauthorized or inappropriate use discovered during such monitoring activities shall be formally reported to department management for determination of appropriate action.
4. Users should not expect their e-mail communications, documents, or other information to be private and should not use the e-mail system for matters that are not intended for public disclosure. Confidential matters, permitted by law, should be so marked and include a warning regarding accidental transmission to a third-party.
5. E-mail messages are considered State property and may constitute official records of the State of Idaho, and are subject to existing document retention and public records policies. Sending data via e-mail is the same as sending correspondence on official memo or letterhead.
6. Use of the e-mail system as described below is **strictly prohibited**. Users who receive such information should not forward or respond to it, but should immediately report its receipt to their supervisors for proper disposition.
  - A. Knowingly or intentionally creating, publishing, transmitting, and/or exchanging messages that are inappropriate, offensive, harassing, obscene, or threatening;
  - B. Creating or distributing e-mail containing defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material;
  - C. Requesting, viewing, or distributing obscene, pornographic, profane, or sexually oriented material;
  - D. Violating laws, rules and regulations prohibiting sexual harassment;
  - E. Encouraging the use of controlled substances for criminal or illegal purposes;
  - F. Engaging in any activities for personal gain;
  - G. Distributing copyrighted information without permission;

- H. Distributing advertisements for commercial enterprises, including but not limited to, goods, services, or property unless such advertisements are part of requested vendor information to be used in carrying out State business;
  - I. Violating or infringing upon the rights of others;
  - J. Conducting business unauthorized by the department;
  - K. Transmitting incendiary statements, which might incite violence or describe or promote the use of weapons;
  - L. Conducting any non-department supported fund raising or public relations activities;
  - M. Exchanging proprietary information, trade secrets, or any other privileged, confidential, or sensitive information that is not authorized;
  - N. Creating or exchanging solicitations, chain letters, and other unsolicited e-mail;
  - O. Registering to non-State business related list servers without proper authorization. Subscription to such a service can result in an overload of received messages directly impacting the performance of State e-mail systems;
  - P. Engaging in any political activity prohibited by law; and
  - Q. Using the system for any illegal purpose.
7. Users may not knowingly or willfully create or propagate any virus, worm, Trojan Horse, or other destructive program code.
  8. Individual use of the e-mail messaging systems is subject to monitoring by the respective agency or, upon request by the agency, by authorized Department of Administration staff.
  9. Violations of this policy may result in disciplinary action.

## **V. EXEMPTION PROCESS**

Refer to [Policy 1010 – Information Technology Policies, Standards, and Guidelines Framework](#).

## **VI. PROCEDURE REFERENCE**

Standards for Employee Electronic Mail and Messaging Use are detailed in ITA Information Technology [Enterprise Standards – S2120 – Electronic Mail – Messaging](#).

## **VII. CONTACT INFORMATION**

For more information, contact the ITA Staff at (208) 332-1876.

## **VII. RESPONSIBILITY**

Employees using the e-mail system are deemed to have accepted the responsibilities and obligations imposed by federal, state, and local laws and regulations as well as ITA and department adopted policies, procedures, standards, and guidelines.

1. Users should not pursue, obtain, exchange, or distribute any non-authorized information that could cause congestion or disruption to e-mail systems, such as screen savers, audio, or video clips, or in violation of any licensing agreement.
2. Users shall not access another's e-mail system without authorization from that user or that user's supervisor.
3. Users must not compromise the privacy of their password by giving it to others or exposing it to public view. Passwords should be changed on a regular basis.
4. Users should schedule, wherever possible, communications-intensive operations such as large file transfers, video downloads, mass e-mailings, and the like for off-peak usage times.

## **REVISION HISTORY**

07/16/14 – Updates Section I. Authority to be consistent with Idaho statute.

07/01/13 – Changed "ITRMC" to "ITA".

6/16/09 – Added Exemption Process and Procedure Reference to this policy; changed the layout and deleted Timeline.

11/15/2006 – Updated Authority section to reference Executive Order 2005-22.

Date Established: October 17, 2001