

## ELECTRONIC COMMUNICATIONS & INTERNET USAGE

Page Number:            Effective Date:

Page 1 of 3

04/01/2011

**Purpose:**        *Electronic mail (“E-mail”) and the Internet are important tools that assist us in providing excellent customer service to the public as well as our members. As a public entity, the fire district must establish reasonable use standards for these items.*

### **Policy:**

1. All hardware, software, database, email, mailbox messages, spreadsheets, files and documents are property of the Okolona Fire District.
2. The District shall provide server based computer software used to set internet access and levels for its members which is called “White Listing”.
3. Any member wishing to have an Internet site placed on the “White List” shall submit a written request to his/her chief officer, stating the name and the justification for access. The chief officer approving the access shall forward the request to a person having the ability to place an Internet site on the White List.
4. Members must be aware that they are responsible for any information that they generate or distribute through the computer/electronic communication system.
5. Members are expected to prevent the unauthorized use of the District’s internet and E-mail system while logged into the District’s network by using password-protected screen savers or other appropriate techniques while away from their computer. **ANY use that occurs on an member’s workstation under that member’s login is presumed to be preformed by that employee. Log off the computer when you’re not using it.**

### **PROHIBITED ELECTRONIC MAIL AND INTERNET USE:**

1. Prohibited uses include but are not limited to:
  - A. Any personal use that interrupts District business and that keeps a member from performing his/her work.
  - B. Employees should not use their District e-mail account as their primary personal e-mail address.
  - C. Extensive personal use of the Internet for any non work-related purpose during working hours which decreases employee productivity or results in the decreased performance of the District’s e-mail system. Personal time for computer usage should be done in the evenings after assigned work responsibilities are completed unless permission is given by the member’s supervisor.
  - D. Unauthorized downloading and distributing of copyrighted materials.
  - E. Unauthorized reading, deleting, copying modifying or printing of electronic communications of another. This also includes reading over someone’s shoulder.
  - F. Using the District’s electronic connection for private gain or profit. (i.e. online gambling, personal business, etc)

## ELECTRONIC COMMUNICATIONS & INTERNET USAGE

Page Number:            Effective Date:

Page 2 of 3

04/01/2011

- G. Soliciting for political, religious or other non-business uses not otherwise authorized by KRS 15.733.
- H. Sending or forwarding junk e-mail, chain letters or mass mailings not related to the District's official business.
- I. Theft and /or forgery (or attempts) of messages or electronic documents.
- J. Using, accessing or transmitting pornographic or sexually explicit materials, offensive, threatening, racial, hate language or images.
- K. Engaging in electronic communication in adult related chat rooms or solicitation/communication not related to the District's official business.
- L. Engaging in any form of harassment, whether sexual or otherwise, or sending any unwelcome personal communications. It is the perception of the recipient that prevails, not the intention of the sender.
- M. No member shall access the fire department computer network through use of a personal computer without submitting a request in writing and receiving approval of the Fire Chief

### **PRIVACY AND MONITORING:**

- 1. Members and any other persons using the District's computers, electronic mail or other electronic communications, correspondence, spreadsheets, databases and similar items, shall have no expectation of privacy.
- 2. Use of the District's electronic property or electronic communication system constitutes acknowledgement of no privacy expectation.
- 3. The District may monitor all such users. The user specifically consents to the District performing the monitoring function.
- 4. The District reserves the right to monitor the content of the District electronic property, electronic communications or the internet access and will do so as it deems appropriate.
- 5. Shift chiefs, with the fire chief's approval may request access and monitoring of the District's electronic communication and Internet usage for members under their supervision.
- 6. Board of trustees members may access and monitoring of the District's electronic communication and Internet usage as deemed appropriate.

### **RETENTION AND STORAGE:**

- 1. The District is not responsible for backing up or storing any items not directly saved on the server. Backing up items on each workstation is the responsibility of the member using that workstation.
- 2. Any electronic mail involving the official business of the fire department shall not be deleted. Individual users must take appropriate measures to preserve official electronic mail by either printing and retaining hard copies, or on separate storage device (such as an external hard drive or compact discs.)

## **ELECTRONIC COMMUNICATIONS & INTERNET USAGE**

**Page Number:**            **Effective Date:**

Page 3 of 3

04/01/2011

“Spam”, advertising, newsletters and similar communications are not considered official mail and they can be deleted.

### **VIOLATION OF POLICY:**

1. Violation of this policy may be deemed as violation of district work rules and shall be cause for disciplinary action.