



E-mail Acceptable Use Policy

E-mail is a critical mechanism for business communications at Vigo County Government. However, use of Vigo County Government's electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of Vigo County Government.

The objectives of this policy are to outline appropriate and inappropriate use of Vigo County Government's E-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

Scope

This policy applies to all E-mail systems and services owned by Vigo County Government, all E-mail account users/holders at Vigo County Government (both temporary and permanent), and all company -records.

Account Activation/Termination

E-mail access at Vigo County Government is controlled through individual accounts and passwords. Each user of Vigo County Government's E-mail system is required to read and sign a copy of this E-mail Acceptable Use Policy prior to receiving an E-mail access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information.

All Department Head/Office Holders and Chief Deputies of Vigo County Government are entitled to an E-mail account. E-mail accounts will be granted to other employees and third party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- Contractors.
- Part Time Vendors.
- Those persons approved by the Vigo County Commissioners.

Applications for these temporary accounts must be submitted in writing to the County Commissioners Office. All terms, conditions, and restrictions governing E-mail use must be in a written and signed agreement.

E-mail access will be terminated when the employee or third party terminates their association with Vigo County Government, unless other arrangements are made. Vigo County Government is under no obligation to store or forward the contents of an individual's E-mail inbox/outbox after the term of their employment has ceased.



General Expectations of End Users

Important official communications are often delivered via E-mail. As a result, employees of Vigo County Government with E-mail accounts are expected to check their E-mail in a consistent and timely manner so that they are aware of important company announcements and updates, as well as for fulfilling business- and role-oriented tasks.

E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to remove himself or herself from the list, and is responsible for doing so in the event that their current E-mail address changes.

E-mail users are also expected to comply with normal standards of professional and personal courtesy and conduct.

Appropriate Use

Individuals at Vigo County Government are encouraged to use E-mail to further the goals and objectives of Vigo County Government. The types of activities that are encouraged include:

- Communicating with fellow employees, business partners of Vigo County Government, and taxpayers within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

Inappropriate Use

Vigo County Government's E-mail systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual E-mail use will not interfere with others' use and enjoyment of Vigo County Government's E-mail system and services. E-mail use at Vigo County Government will comply with all applicable laws, all Vigo County Government policies, and all Vigo County Government contracts.

The following activities are deemed inappropriate uses of Vigo County Government systems and services and are prohibited:

- Use of E-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of E-mail in any way that violates Vigo County Government's policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of E-mail accounts or files belonging to Vigo County Government or another individual without authorized permission.
- Sending of unreasonably large E-mail attachments. The total size of an individual E-mail message sent (including attachment) should be 1MB or less unless required to fulfill standard office business.



Vigo County Information Services

139 Oak Street

Terre Haute, Indiana 47807

(812) 462-3222

www.vigocounty.org

-
- Opening E-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
 - Sharing E-mail account passwords with another person, or attempting to obtain another person's E-mail account password. E-mail accounts are only to be used by the registered user.
 - Excessive personal use of Vigo County Government E-mail resources. Vigo County Government allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. Vigo County Government prohibits personal use of its E-mail systems and services for unsolicited mass mailings, non-Vigo County Government commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Monitoring and Confidentiality

The E-mail systems and services used at Vigo County Government are owned by Vigo County, and are therefore its property. This gives Vigo County Government the right to monitor any and all E-mail traffic passing through its E-mail system. While Vigo County does not actively read end-user E-mail, E-mail messages may be inadvertently read by IT staff during the normal course of managing the E-mail system.

In addition, backup copies of E-mail messages may exist, despite end-user deletion, in compliance with Vigo County Government's records retention policy. The goals of these backup and archiving procedures are to ensure system reliability and prevent business data loss.

If Vigo County Government discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, E-mail records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his or her E-mail records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

Use extreme caution when communicating confidential or sensitive information via E-mail. Keep in mind that all E-mail messages sent outside of Vigo County Government become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during E-mail correspondence.

Reporting Misuse

Any allegations of misuse should be promptly reported to the IT Department Director. If you receive an offensive E-mail, do not forward, delete, or reply to the message. Instead, report it directly to the individual named above.

Disclaimer

Vigo County Government assumes no liability for direct and/or indirect damages arising from the user's use of Vigo County Government's E-mail system and services. Users are solely responsible for the content they disseminate. Vigo County Government is not responsible for any third-party claim, demand, or damage arising out of use the Vigo County Government's E-mail systems or services.



Vigo County Information Services

139 Oak Street

Terre Haute, Indiana 47807

(812) 462-3222

www.vigocounty.org

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Vigo County Government. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use on Vigo County Government's E-mail systems and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of E-mail access;
2. Disciplinary action according to applicable Vigo County Government policies;
3. Termination of employment; and/or
4. Legal action according to applicable laws and contractual agreements.

E-mail User Agreement

I have read and understand the E-mail Acceptable Use Policy. I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or company policy.

Name: _____

Signature: _____

Date: _____