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North Sound Mental Health Administration

Section 3000 – Fiscal: E-Mail and Internet

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Fiscal Officer

Executive Director Signature:

Approved by: Board of Directors

Motion #: 98-072

Date: 11/19/1998

Date: 5/15/2007

POLICY #3013.00

SUBJECT: E-MAIL AND INTERNET

INTRODUCTION

The primary purpose of the NSRSN electronic communications is to facilitate the timely and efficient conduct of the Region's business. The communications are also provided to encourage and facilitate the free exchange of business related communications and ideas between employees. This includes, but is not limited to, electronic mail systems (e-mail), voice mail systems, faxes, Internet and other electronic media that generate, store, transmit and display correspondence for internal and external business communication purposes. All electronic data are the property of the Region and may be public records under the Public Disclosure Act (RCW 42.17).

This policy applies to all employees, contractors, extra help employees, volunteers and other individuals who are provided access to the NSRSN's electronic communications.

Employees are representing the Region, and thus communications shall be professional and appropriate. Employees are prohibited from using electronic communications for solicitation of funds, political messages, harassing messages, pornography and other non-business related activities.

The misuse of electronic communications may subject the employee to disciplinary actions, including but not limited to, termination of employment.

E-MAIL POLICY

E-mail is for Business Use

The NSRSN's electronic mail system is primarily for official business. The system is not to be used for employee personal gain or to support other activities related to non-NSRSN related business. The Region reserves the right to monitor the use and content of e-mail.

Virus Warning E-mail

In the event user receives e-mail containing warnings of viruses, the e-mail user must immediately contact network administrator for a determination of authenticity. At no time should user forward this e-mail on to other users with the Region's network.

INTERNET POLICY

Internet is for business use. Access to the Internet should be strictly related to business and is only allowed via the network connection (no connections via modems).

Alternate methods of Internet access, such as using a modem to access Internet services, would compromise the NSRSN's network security, exposing it to potential harm from computer hackers. Internet resources for which there are few must not be accessed without prior approval of a supervisor; any costs incurred while accessing the Internet without approval is the responsibility of the employee.

ATTACHMENTS

None