

OUTFITTERS & GUIDES LICENSING BOARD	POLICY NUMBER: 1013	PAGE NUMBER: 1 of 3
	SUBJECT: Internet Use and Electronic Mail Policy	Drafted: Adopted: 10/16/02 Revised: Reformatted: 10/26/15

1.00.00 POLICY OF THE AGENCY

It is the policy of the Outfitters and Guides Licensing Board that the Agency complies with applicable state statutes regarding the Internet Use and Electronic Mail Use.

2.00.00 TABLE OF CONTENTS

- 1.00.00 **POLICY OF THE AGENCY**
- 2.00.00 **TABLE OF CONTENTS**
- 3.00.00 **REFERENCES**
- 4.00.00 **PROCEDURE**
- 4.01.00 PURPOSE
- 4.02.00 POLICY
- 4.03.00 PROHIBITIONS
- 4.04.00 ELECTRONIC MAIL
- 4.05.00 ENFORCEMENT
- 4.06.00 POLICY DISTRIBUTION AND ACCEPTANCE

3.00.00 REFERENCES

4.00.00 PROCEDURE

4.01.00 PURPOSE

The Internet and electronic mail are important tools for achieving the goals of the Board, especially in terms of productivity, research, and communications. As a State agency that values the trust and confidence of the public, we have high standards for the use of state equipment. The policy and guidelines outlined below are designed to enhance the efficient and effective use of the Internet and email.

4.02.00 POLICY

The Board staff is encouraged to use the Internet to:

- 4.02.01 Further the mission of the Board;
- 4.02.02 Provide effective service to all our customers;
- 4.02.03 Identify innovative and creative methods to utilize resources and improve services;
and
- 4.02.04 Promote professional development.

Users of the Internet are to comply with all appropriate laws, regulations and generally accepted Internet etiquette.

The primary purpose of the Internet is to conduct official business. Occasionally, staff may use the Internet for individual, nonpolitical purposes on their personal time, if such use does not

OUTFITTERS & GUIDES LICENSING BOARD POLICY MANUAL	POLICY NUMBER: 1013	PAGE NUMBER: 2 of 3
	SUBJECT: Internet Use and Electronic Mail Policy	Drafted: Adopted: 10/16/02 Revised: Reformatted: 10/26/15

violate the terms and conditions of this policy. Use of the Internet offers staff an opportunity to develop research and communication skills valuable to the effectiveness and efficiency of our state government.

Users should identify themselves properly when using the Internet, conduct themselves professionally as representatives of Idaho State Government, and be aware that their activities reflect on the reputation and integrity of all state employees.

Each user is individually responsible for the content of any communication sent over or placed on the Internet.

All staff has a responsibility to ensure a respectful workplace. State equipment must not be used to visit Internet sites that contain pornographic or sexually explicit information, pictures, or cartoons. If an employee opens a prohibited site accidentally, the screen should be closed immediately, and the incident reported to their supervisor and/or IT staff. If an employee receives email messages that violate policy standards, the employee should reply to the sender with strict instructions not to send this type of email to this address in the future, and delete the offensive message.

To protect against viruses, users should only download executable files or applicable software, including but not limited to utility software, freeware and shareware, after authorization from computer support staff. Downloads should be checked for viruses before use.

4.03.00 PROHIBITIONS

It is unacceptable to knowingly or intentionally publish, display, transmit, retrieve or store inappropriate or offensive material on any department computer system.

The following actions are prohibited. It is unacceptable for employees to:

- 4.03.01 Create or distribute defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material;
- 4.03.02 View or distribute obscene, pornographic, profane, or sexually oriented material;
- 4.03.03 Violate laws, rules, and regulations prohibiting sexual harassment;
- 4.03.04 Encourage the use of controlled substances of for criminal or illegal purposes;
- 4.03.05 Engage in any activities for personal financial gain;
- 4.03.06 Place advertisements for commercial enterprises, including but not limited to, goods, services or property;
- 4.03.07 Download, disseminate, store or print materials including articles and software, in violation of copyright laws;
- 4.03.08 Violate or infringe on the rights of others;
- 4.03.09 Conduct business unauthorized by the department;
- 4.03.10 Restrict or inhibit other users from using the system or the efficiency of the computer systems;
- 4.03.11 Cause congestion or disruption of networks or systems, including distribution of

OUTFITTERS & GUIDES LICENSING BOARD	POLICY NUMBER: 1013	PAGE NUMBER: 3 of 3
	SUBJECT: Internet Use and Electronic Mail Policy	Drafted: Adopted: 10/16/02 Revised: Reformatted: 10/26/15

- chain letters;
 - 4.03.12 Transmit incendiary statements, which might incite violence or describe or promote the use of weapons other than that as authorized by the Board;
 - 4.03.13 Conduct political activity;
 - 4.03.14 Conduct any non-department supported fund raising or public relations activities;
 - 4.03.15 Use state computers to play games;
 - 4.03.16 Use the system for any illegal purpose, and
 - 4.03.17 When utilizing the electronic mail function, Department employees should treat the communication with the same care and preparation as any other inter-office letter or memorandum.
- 4.04.00 ELECTRONIC MAIL
- 4.04.01 Is subject to existing document retention and public records policies;
 - 4.04.02 May be discoverable evidence;
 - 4.04.03 May be copied, saved, or seen by third parties, both internal and external to state government;
 - 4.04.04 Should be accessed utilizing a password; and
 - 4.04.05 May be subject to being monitored.
- 4.05.00 ENFORCEMENT
- Disregard for the policies or other improper use of the Internet may result in cancellation of a person's access and/or disciplinary action, up to and including dismissal.
- 4.06.00 POLICY DISTRIBUTION AND ACCEPTANCE
- All employees who have access to department computers will sign the policy acknowledgement certifying that they have read, understand, and will comply with this policy. A copy will be given to all new employees as part of the hiring process.