

ADMINISTRATIVE REGULATION

E-Mail Use

Number: AR-2004-08
 Eff. Date: 10/15/2004
 Supersedes: N/a
 Date: N/a

City Manager's Approval: _____

SECTION 1. PURPOSE

This Regulation sets forth the policy of the City of Aztec for employees who utilize e-mail.

City E-Mail services are provided for official City business use. Personal E-Mail is not official City business, although minimal use of E-Mail for personal communications is acceptable as long as it does not violate the guidelines outlined below. Authorized system administrators may monitor E-Mail. Abuse of the City E-Mail guidelines, outlined herein, will be brought to the attention of the Department Head, City Manager and Human Resource and may result in disciplinary action up to and including termination.

SECTION 2. GUIDELINES

1. All users of the City E-Mail system are expected to conduct themselves in a legal, professional, and ethical manner.
2. Users are responsible for their E-mail, and may be held accountable if someone uses their account with or without permission and violates policy.
3. The City E-Mail system shall be used in accordance with Federal, State and City law and may not be used as a vehicle to harass or intimidate.
4. E-Mail messages whose content meet the statutory definition of public records are subject to all the retention requirements of such records as well as public inspection. Based on content, such messages should be printed out in hard copy assigned to appropriate file and stored in such a way to provide public access. They should then be retained for the appropriate period of time as mandated by either state statute or City of Aztec Municipal Code. Not all records are subject to public inspection; such topics should be consulted with the City Manager, City Clerk and/or City Attorney before release of information.
5. City of Aztec information technology resources are provided to employees for the purposes of communication, study, research, service and other work-related activities. Access to e-mail is granted to an individual by the City for that individual's sole use, which use must be for the purpose of conducting City business.

6. The City reserves the right, without notice, to temporarily limit or restrict any individual's use and to inspect, copy, remove, or otherwise alter any data, file, or system resource that may undermine the authorized use of the information technology. This is intended to protect the integrity of the City's information technology facilities and its users against unauthorized or improper use, as determined by the Information Systems Director or City Manager.
7. Users must use only the information technology resources that the City has authorized for the individuals use. Users are authorized to copy, modify, or delete files and data on their own account. Users are not authorized to perform any of these functions on another user's account or a City system.
8. User privacy should not to be violated. It is the responsibility of the user to protect their privacy. Users should not leave a password where it can be easily found, give a password to someone else, or leave confidential information on a screen where it could be viewed by an unauthorized person, and leaving a public PC or terminal signed on and unattended.
9. Non-business related to chain E-Mail messages are not to be forwarded using any City resource. Chain E-Mail is defined as any message sent to one or more people that ask the recipient to forward it to other users and contains some promise of rewarding for forwarding it or threat of punishment for not doing so.
10. Users may not intentionally obscure, change or forge the date, time, physical source, logical source, or other label or header information on electronic mail, files or reports.
11. Please remember that email is not private.

SECTION 3. ACTION NECESSARY

This document shall be signed by the employee and returned to the Human Resources Department within 10 days of receipt.

ADMINISTRATIVE REGULATION E-Mail Use

(Date of Receipt)

I _____ am in receipt of the Administrative Regulation entitled E-Mail Use and understand that I am required to read and become familiar with this regulation. If I have questions or need further clarification I will contact my Supervisor/Department Head, City Manager or the Human Resources Department.

Employee Signature

Date

For Human Resources Use Only

Date Received: _____

HR Representative: _____