



## COMPUTER, E-MAIL, AND INTERNET USAGE

This policy is intended to help staff and contractors employed by ITD understand the department's expectations regarding the use of computers, computer applications, electronic messaging, and the Internet. All staff, including contractors and interns, are subject to this policy.

### Privacy

The Department reserves the right to review employee, contractor, and interns' use of electronic files, the Internet, and electronic messages at any time and for any reason. Employees, contractors, and interns should be aware that personal privacy is not guaranteed and that the Department may monitor all such usage. Any unauthorized or inappropriate use discovered during such monitoring activities shall be formally reported to management and the Human Resource Services Manager for determination of appropriate action.

All electronic files, including e-mail messages, are generally retrievable even after they have been deleted. These items are discoverable as "public records" under the Idaho Public Records Law, Idaho Code, sections 9-337 through 9-348, unless specifically exempted from discovery. Therefore, electronic files are subject to inspection and copying by any member of the public.

### Responsibilities

All staff, contractors, and interns shall comply with the following Information Technology Resource Management Council (ITRMC) policies at all times, without exception.

- P1040, Employee Electronic Mail and Messaging Use
- P1050, Employee Internet Use
- P1060, Employee Personal Computer Use

Hardcopies of these policies shall be signed for with the policy acknowledgment form by staff, contractors, and interns on the first day of employment. Supervisors are responsible for reviewing these policies with all employees, and providing copies of the signed acknowledgment form to Human Resource Services. Electronic copies of these policies can be found at: <http://itrmc.idaho.gov/resources.html#policies>.

- **Employees:** An employee who observes or receives something inappropriate or offensive should report any incident to a supervisor immediately.

The Department insists that employees, contractors, and its agents conduct themselves appropriately when using State owned equipment, while utilizing the Internet, and when sending e-mail and other forms of electronic messages; and that they abide by relevant software licensing agreements and copyright rules.

User identification and passwords must be changed regularly, kept confidential, and comply with applicable State standards and policy.

- **Supervisory and Management Staff:** Supervisors and managers shall ensure that employees understand this policy. If inappropriate use is identified, reported, or suspected, supervisors and managers shall follow the procedures contained in this policy and the Human Resource Services manual, Chapter 13 – Disciplinary Actions.

## Disciplinary Actions

Each offense shall be handled on a case-by-case basis. Disciplinary action shall follow the procedures contained in the Human Resource Services manual, Chapter 13 – Disciplinary Actions. Any suspected illegal activity shall be reported to the Division Administrator and Human Resource Services Manager, who shall notify appropriate law enforcement authorities.

## Policy Acknowledgment

All employees who have access to Department computer resources shall sign the policy acknowledgment form that certifies that they have read, understood, and shall comply with this policy.

Employees who refuse to sign the acknowledgment form, shall face disciplinary action up to and including dismissal.

Additionally, a copy of this policy and associated ITRMC policies shall be given to all new employees as part of the hiring process. This policy shall be re-distributed to all employees for re-acknowledgment every two years at a minimum.

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Signed  
Brian W. Ness  
Director

Date June 07, 2010

This policy is based on:

- ITRMC Policies P1040, P1050, and P1060
- Statewide Policies on Computer, the Internet and Electronic Mail Usage by State Employees
- Idaho Protection of Public Employees Act (a.k.a. Whistleblowers Act)
- Decision by the Director

Department-wide supervision and coordination assigned to:

- Administrative Services Division Administrator

Direction for activity and results assigned to:

- Employees, Supervisors, the Chief Technology Officer, and the Human Resource Services Manager

Department procedures contained in:

- This policy
- Human Resource Services manual sections on Ethical Conduct, Disciplinary Actions, Conditions of Employment, Misuse of Department Resources, and Due Process Procedures
- New employee hiring packet

Former date of A-22-02:

7/30/79, 3/5/93, 6/10/96, 9/5/00, and 12/11/01

Cross-reference to related Administrative policies:

- A-01-15, RELEASE AND RESTRICTION OF DEPARTMENT RECORDS
- A-06-02, DEPARTMENT CORRESPONDENCE
- A-06-08, SALES ACTIVITIES IN THE WORKPLACE
- A-06-25, RECORDS AND FORMS MANAGEMENT
- A-06-13, DEPARTMENT FACILITIES AND EQUIPMENT
- A-06-16, SECURITY OF DEPARTMENT FACILITIES
- A-18-03, PART-TIME OUTSIDE EMPLOYMENT
- A-18-10, HARASSMENT IN THE WORKPLACE
- A-18-12, ALCOHOL AND DRUG-FREE WORKPLACE
- A-20-01, RELEASE OF DEPARTMENT INFORMATION TO THE MEDIA
- A-22-04, REMOTE ACCESS TO ITD INFORMATION RESOURCES
- A-23-02, WORKPLACE VIOLENCE