

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT:	DATE APPROVED:	EFFECTIVE:	POLICY NO.
ELECTRONIC COMMUNICATIONS	3/16/00	3/26/00	440
		REPLACES:	NEW

I. PURPOSE

The purpose of the Information Technology Systems are to assist Calhoun County in conducting day-to-day business activities. This document sets forth the policies regarding the use of electronic mail and other electronic communication systems. Calhoun County reserves the right to change these policies at any time.

II. OWNERSHIP

The E-mail systems are the property of Calhoun County. All data and other electronic messages within the systems are the property of Calhoun County. E-mail messages either composed or received in either system may be considered County records, depending on their content, and therefore may be subject to Freedom of Information Act requests and other legal disclosure.

III. MONITORING/PRIVACY

Calhoun County reserves the right to monitor all E-mail messages either composed or received in the electronic communication systems. It is possible that E-mail sent from the County's system can be intercepted on the system and on the Internet, therefore the user should not expect any degree of privacy regarding E-mail messages. E-mail messages deleted by the user may be retrieved from the hard drive, backup tapes or the receiving or sending E-mail system.

IV. USERS

Only Calhoun County employees who have E-mail access and passwords are permitted to use the E-mail systems. E-mail access will only be established once the employee has read the Calhoun County Electronic Communications Policy and has signed the County Electronic Communications Policy Acknowledgment Form. Upon termination of employment, that user's E-mail access and privileges will be revoked.

V. PROHIBITED USES

Certain uses of Calhoun County's electronic communication systems are not allowed. Prohibited uses include, but are not limited to:

- Using E-mail for any purpose which violates State and Federal laws.
- Using E-mail in a way that violates copyright laws.
- Using E-mail to circumvent the Open Meetings Act.
- Misrepresenting one's identity to compose or intercept messages.
- Revealing your E-mail password to another employee.
- Using E-mail for commercial purposes other than the business of the County.
- Using E-mail for purposes of lobbying.
- Creating offensive or malicious messages. These would include, but will not be limited to messages which contain profanity, sexually explicit content, race, natural origin or gender specific comments or threats of harassment.
- Using E-mail for religious or political purposes.
- Using E-mail for gambling, betting pools or investment clubs.
- Using E-mail for chain letters.
- Engaging in any E-mail activity that would increase liability for Calhoun County.

VI. DISCLOSURE

Calhoun County reserves the right to use E-mail found in its system for its business activities and to disclose E-mail contents to appropriate personnel.

VII. SIGNATURE LINE

All users must establish a signature line at the bottom of every message that prominently states "This message has been prepared on resources owned by Calhoun County, MI. It is subject to the Electronic Communications Policy of Calhoun County." The signature line must also include the user's name, department and telephone number.

VIII. E-MAIL ATTACHMENT FILES

All file downloads including E-mail attachments should be scanned for possible virus. Only authorized personnel are allowed to download files.

IX. VIOLATION OF POLICY

Violation of this policy may subject the employee to disciplinary action, up to and including discharge from employment.

ELECTRONIC COMMUNICATIONS
POLICY ACKNOWLEDGMENT FORM

The following is the Electronic Communications Policy for Calhoun County.

The Counties electronic communications system is to be used by the employees conducting the County's business. Employees are not to submit, access or retrieve a file or any stored communication other than as authorized in the performance of the employee's duties. The County discloses that it reserves and may, from time to time, exercise the right to review, audit, intercept, access and/or disclose all matters contained in the County's Information Technology system at any time, with or without notice to an employee. Access by the County may occur at any time during or after work hours. The employee's use of a user name or password will not restrict the right to access electronic communications by Calhoun County.

All employees are notified that any communication or information placed in the County's electronic communications system is not private and is subject to interception and/or receipt by any other employee authorized by the County Administration. All employees are also notified that any violations of the Electronic Communications Policy of Calhoun County may subject the employee to disciplinary action, up to and including discharge from employment.

Calhoun County reserves the right to change or amend its Electronic Communications Policy at any time with or without notice.

The following employee, by his/her signature, indicates that the Electronic Communications Policy was read and understood. This notice is acknowledged by the employee.

Dated: _____

Employee Signature: _____