


CITY OF BREMERTON		EMAIL USE	
INDEX Information Management 2-20-15	EFFECTIVE DATE: February 1, 2008	 APPROVED <hr/> CARY BOZEMAN, Mayor	

1.0 Purpose

The City of Bremerton's electronic mail system is provided to encourage and facilitate the timely and efficient conduct of City business.

2.0 Scope

This policy covers appropriate use of any email sent from a City of Bremerton email address and applies to all employees, vendors, and agents operating on behalf of the City of Bremerton.

3.0 Policy

3.1 Prohibited Use. The City of Bremerton email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Electronic mail should be businesslike, courteous and civil. Sexually explicit material, cursing and name-calling are not appropriate communications. Employees who receive any emails with this content from any City of Bremerton employee should report the matter to their supervisor immediately.

3.2 Personal Use.

Using a reasonable amount of City of Bremerton resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending personal photographs, chain letters or joke emails from a City of Bremerton email account is prohibited. Virus or other malware warnings mailings from the City of Bremerton shall be approved by City of Bremerton Information Technology Manager before sending. These restrictions also apply to the forwarding of mail received by a City of Bremerton employee.

3.3 Privacy Expectations

City of Bremerton employees shall have no expectation of privacy in anything they store, send or receive on the City's email system. The City of Bremerton may monitor messages without prior notice. All users are required to consent that the City may review

any message on the system, may use any information for any purpose, and may disclose such messages to third parties. All messages should be composed with the expectation that they will be made public.

3.4 Forwarding of Electronic Mail

A user, in forwarding a message, which originates from someone else, may not make changes to that message without clearly disclosing the exact nature of the changes and the identity of the person who made the changes. If a message has been designated by its originator as confidential or privileged, it may not be forwarded without the written consent of its originator.

3.6 Non-Solicitation

The City's electronic mail system may not be used for commercial activities, religious causes, charitable solicitations, political activity, support for outside organizations or other activities which are not related to the conduct of City business or sponsored or affiliated organizations. This rule applies to both internal electronic mail communications and to electronic mail to or from persons outside the City. Bona fide city business is presumed to not fall into prohibited activities.

3.5 Retention

The City of Bremerton Records Management Policies apply to electronic mail and should be consulted for instructions on long term and/or permanent storage.

3.6 External E-mail systems.

City of Bremerton employee's shall not use non-City of Bremerton email accounts (i.e., Hotmail, Yahoo, AOL), or other external resources to conduct City of Bremerton business.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

5.0 Employee Signature

All employees will be required to sign the "Computer User Agreement" before access to the computer systems will be made available. Refusal to sign the form will result in the employee not receiving computer system access.

6.0 Definitions

Term	Definition
<i>Email</i>	The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical email clients include Eudora and Microsoft Outlook.
<i>Forwarded email</i>	Email resent from an internal network to an outside point.
<i>Chain email or letter</i>	Email sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.
<i>Sensitive information</i>	Information is considered sensitive if it can be damaging to City of Bremerton or its customers' reputation or market standing.
<i>Virus warning</i>	Email containing warnings about virus or malware. The overwhelming majority of these emails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.
<i>Unauthorized Disclosure</i>	The intentional or unintentional revealing of restricted information to people, both inside and outside City of Bremerton, who do not have a need to know that information.