SUPERINTENDENT OF PUBLIC INSTRUCTION
POLICY AND PROCEDURES MANUAL
POLICY AND PROCEDURE II.A.76

SUBJECT: Electronic Mail Usage and Retention

DATE: Established February 18, 2003

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State Superintendent of Public Instruction

PURPOSE

The purpose of this policy is to define the framework for use of electronic message systems and communications media by employees of the Office of Superintendent of Public Instruction (OSPI).

APPLICATION

This policy applies to all OSPI employees and contractors having access to and using the agency's electronic messaging systems.

POLICY

A. **Responsibility**

Management should ensure that all employees, business partners, contractors, and vendors having access to the agency's electronic messaging systems receive an orientation on the systems and the appropriate use of state resources.

B. **Employee Use of Electronic Messaging Systems**

1. **Permitted Business Use** – OSPI employees may use electronic messaging systems to conduct business that is reasonably related to official state duties. Employees represent OSPI when using electronic messaging systems and must conduct themselves accordingly.

2. **Permitted Personal Use** - WAC 292-110-010, Use of State Resources, states that agency employees may make occasional but limited personal use of state resources such as electronic messaging systems if the use conforms to the following ethical standards:

   a. There is little or no cost to the state; and

   b. The use does not interfere with the performance of the employee's official duties; and

   c. The use is brief in duration **and** frequency; and

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d. The use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and

e. The use does not compromise the security or integrity of state information or software.

3. **Prohibited Uses** – Agency staff are prohibited from using state-provided electronic messaging systems in the following ways:

a. Personal use of state-provided electronic messaging systems not meeting the conditions found in B.2.a-e is prohibited.

b. Agency employees may not use state provided electronic mail which contain or promote the following:

(1) Discrimination on the basis of age, race, color, gender, creed, marital status, national origin, disability, religion, sexual orientation or Disabled and Vietnam Era Veterans status;

(2) Harassment;

(3) Copyright infringement or violations of software licensing agreements;

(4) Personal religious beliefs;

(5) Political campaigns, initiatives or personal political beliefs;

(6) Personal business interests, including commercial uses such as advertising or selling; or

(7) Any activity that is prohibited by federal, state or local law, or agency policy.

d. Employees will not establish an Internet connection for an external email account (e.g., AOL, MSN, etc.) to or from a networked station. This type of external connection bypasses the agency's firewall system and breaks down our security measures.

e. Checking personal, outside e-mail accounts using agency computers, networks and communication lines is prohibited. Employees will not use e-mail products on agency computers other than those provided and supported by the agency.

f. Employees will not create, forward or store electronic messages that do not pertain to the state's business except as allowed in B.2. This includes, but not limited to, hoaxes, hypes, chain letters, and spamming messages.

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C. **Public Disclosure and Retention**

1. Voice mail messages, and e-mail messages usage histories are public records and subject to requests for public record disclosure in accordance with public records law in Chapters 42.17 RCW and 388-01 WAC.

2. E-mail retention is the responsibility of the sender and receiver of the e-mail message. Employees must follow the state retention schedules for records of the same nature and purpose when deciding whether to retain e-mails. For retention purposes, the agency need retain one copy of a document and that can be in either hard copy or electronic form. In order to encumber less expense and maintenance, the email system will only be backed up on a weekly schedule. Employees should periodically review their electronic files for destruction or archiving in accordance with Appendix C of the State General Retention Schedule.

3. All electronic messages are "writings" under the Public Disclosure Act. The public generally has the right to examine every public record. RCW 42.17.260 exempts only limited categories of records, while other statutes provide for confidentiality of specific records. For discovery requests made during a legal case, nearly all electronic messages would have to be released.

E. **Distribution Lists**

OSPI staff employees may not use an e-mail distribution list that attempts to cover other educational professionals without the express permission of the Deputy Superintendent.

F. **System Monitoring**

1. Existing messages residing on agency electronic messaging systems are state property and subject to access by an employee's appointing authority or designee upon written request to the appropriate system administrator.

2. LAN managers may monitor electronic messaging system usage at the discretion or request of agency/department management.

G. VIOLATIONS

Where there has been a clear violation of acceptable use principles, guidelines, standards or policy, OSPI may discontinue an employee's access to the electronic mail systems. Employees also may be subject to any disciplinary action (up to and including dismissal) or penalties as prescribed by law.

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All employees will be required to sign a statement acknowledging the agency's standard regarding the appropriate use of the Internet and Network.

INTERNET USAGE
POLICY AND PROCEDURE II.A.65

I have received and read the Internet Usage Policy # II.A.65 and understand that this will be placed in my Personnel File.

Printed Name: _____

Signature: _____

Date: _____