

CITY OF LAS VEGAS
E-MAIL USAGE POLICY

INTRODUCTION

The City of Las Vegas provides employees with desktop access to internet e-mail in order to facilitate enhanced communication among itself, vendors, suppliers, and to make city government easily accessible to the citizens of Las Vegas. The intent of this policy is to guide proper usage of City of Las Vegas e-mail systems.

DEFINITIONS

ACCESS – The ability to read, change or enter data using a computer information system.

EMPLOYEE – Any individual holding a position by the City of Las Vegas, Volunteers, or any other persons providing services or utilizing City of Las Vegas computer information system resources.

EQUIPMENT – Computers, monitors, keyboards, mice, routers, switches, hubs, software and any other information technology resource.

INFORMATION SYSTEM & INFORMATION TECHNOLOGY – Computer hardware, software, databases, electronic message system, communication equipment, computer network and all information used by the City of Las Vegas to support its operation that is generated by, transmitted within, or stored on any electronic media.

MANAGEMENT AND ADMINISTRATOR

The City of Las Vegas e-mail services are provided for official City business. The City of Las Vegas reserves the right to maintain software that can monitor and record all e-mail usage. No employee should have any expectation of privacy as to his or her e-mail usage residing on City of Las Vegas information system. The Management Information Systems Division may review e-mail activity and analyze usage patterns to ensure e-mail access is used exclusively for City of Las Vegas business operations. Abuse of the City of Las Vegas e-mail policies, outlined herein, will be brought to the attention of the applicable Department Director and may result in disciplinary action as per section 2-6-9: Disciplinary Action.

POLICIES

POLICY 1: EMPLOYEE DECLARATION

All employees utilizing City of Las Vegas e-mail resources will be required read and sign the attached statement governing user rights and responsibilities (to be provided and kept on file in the office of the Human Resource Director and a copy to the MIS Division).

POLICY 2: EMPLOYEE CONDUCT

All users of the City of Las Vegas e-mail system are expected to conduct themselves in a legal, professional and ethical manner. The City of Las Vegas e-mail system shall be used in accordance with Federal, State and City Law and may not be used as a vehicle to harass, intimidate, or disrupt.

POLICY 3: EMPLOYEE RESPONSIBILITY

Users are responsible for their Information System accounts, and will be held accountable for any violations found within the employees account.

POLICY 4: THIRD PARTY E-MAIL

Users must use only those information technology resources that the City of Las Vegas has authorized. Most Internet electronic mail systems support a third-party mail relay feature. This feature enables any mail sender on the internet to transfer messages using any mail server on the internet installed with this feature, regardless of the mail server's location. Third-party relay occurs when a mail server processes a mail message where neither the sender nor the recipient is a local user. Some examples of third party internet e-mail may include hotmail, excite, yahoo, or any personal mail accounts. Third-party mail relay can be used by a non-city entity to broadcast electronic mail messages to multiple addresses on the internet using a city-owned server, the server's ability to process legitimate city government mail traffic is reduced or eliminated. Use of city-owned equipment to relay external electronic mail is considered theft of service, as network capacity, disk space, and processing power are diverted to private use. City of Las Vegas personnel operating internet electronic mail systems are directed to turn off their third-party relay feature and to not use any third party e-mail systems as well as to take any practical steps to ensure that electronic mail originating from outside the city is not relayed by city-owned equipment. Unless other wise approved by the MIS Division.

POLICY 5: CHAIN E-MAIL MESSAGES

Non-business related chain e-mail messages are not to be forwarded using any City of Las Vegas resource. Chain e-mail is defined as any message sent to one or more people requesting the recipient to forward the message to other users. This type of mail can have technological, social and legal consequences. Chain e-mail can 'bottle-neck' an entire network and degrade the ability of users to perform their duties.

POLICY 6: NON-SOLICITATION

The City of Las Vegas' electronic mail system may not be used for commercial activities, religious, charitable solicitations, political activity, support for outside organizations, or other activities not related to the direct conduct of official City of Las Vegas business. This

rule applies to both internal and external mail to or from persons outside the City.

POLICY 7: SECURE USAGE

Any employee who attempts to disable, defeat or circumvent any City of Las Vegas security mechanism (Internet screening program, security program, firewall, proxy) will be subject to disciplinary action and or dismissal.

POLICY 8: PERSONAL USE OF CITY E-MAIL

City of Las Vegas e-mail services are provided for official city business use. Personal e-mail is not official business, although minimal use of e-mail for personal communication is acceptable, as long as all policies are adhered to and it is not during normal working hours.