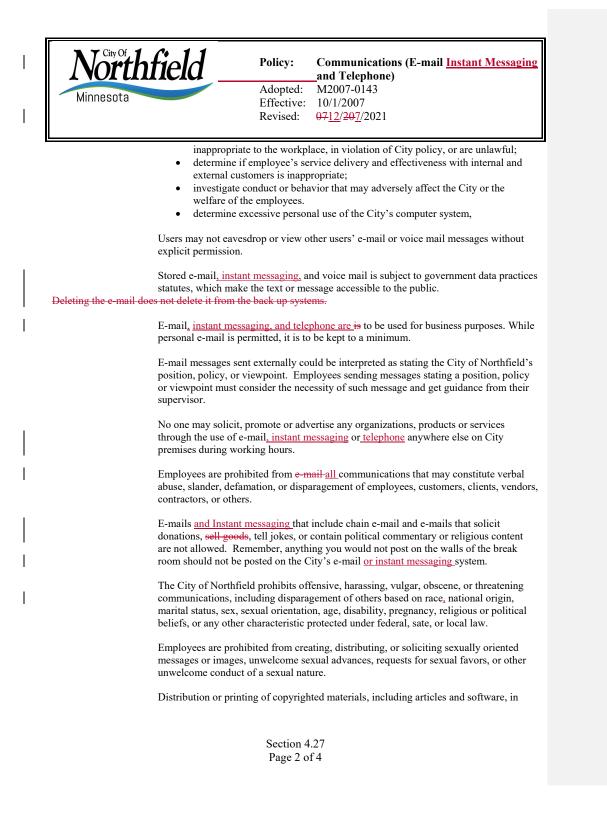
Minnesota	Policy: Communications (E-mail Instant Messaging and Telephone) Adopted: M2007-0143 Effective: 10/1/2007 Revised: 07-12/207/2021	Commented [BF1]: Best, official site for IT Formatted Formatted Formatted Formatted	([1] ([2] ([3] ([4] ([5]
Purpose	The Electronic mail (email), Instant Messaging, and telephone and electronic mail (e- mail) systems are powerful business tools that provide great communication internally among employees and externally with the public. All employees have an e-mail account. Not all employees are required to use Instant Messaging and telephone as part of their essential job duties. These Gguidelines must be are established to ensure proper and ethical use of communication toolsthe systems.	Formatted Formatted	[[6]
		Formatted	([8] ([9]
Definitions	Electronic Mail (e-mail): the system for using computers to sending messages over the internet electronically.	Formatted	([10] ([11]
	Instant Messaging: A facility for exchanging messages in real-time with other people over the Internet and tracking the progress of a given conversation. to communicate with	Formatted	[13]
	someone over the internet using a service available on the internet that allows you to exchange written messages with someone else who is using the service at the	Formatted	[14] [15]
	same time Telephone: A generic term used to describe any telephone system that uses centralized	Formatted	[16] [17]
	stored program computer technology to provide switched telephone networking features and services. CTSs are referred to commercially, by such terms, as: computerized private branch exchange (CPBX); private branch exchange (PBX); private automatic	Formatted	[18]
	branch exchange (PABX); electronic private automatic branch exchange (EABX); computerized branch exchange (CBX); computerized key telephone systems (CKTS); hybrid key systems; business communications systems; and office communications	Formatted Formatted Formatted	[20] [21]
	systems.	Formatted Formatted	[23]
Policy	<u>E-Mail, Instant Messaging, Ψ_{v} occe mail and the contents of the employees' mailboxes are the sole property of the employer.</u>	Formatted	[24]
	Security of <u>email, instant messaging, e-mail</u> and voice mail communications is not guaranteed. The City of Northfield reserves the right to override individual passwords and codes and may require employees to disclose all passwords and codes to facilitate such access. Employees using the City's e-mail, <u>instant messaging</u> , and voice mail system knowingly and voluntarily consent to being monitored and acknowledge the employer's right to conduct such monitoring. Employees, during new employee orientation, will sign an acknowledgement and consent to such monitoring.	Formatted	[27]
		Formatted	[29]
		Formatted	[31]
		Formatted Formatted	[33]
	Unless there is a legitimate business purpose, the City will not access any employee's e- mail, <u>instant messaging</u> , or voice mail messages without the consent of either the originator or the recipient. Some examples of legitimate business purposes:	Formatted	([34] ([35]
	• determine if information which is disruptive and/or inappropriate to the organization is being transmitted;	Formatted Commented [BF2]: Fix formatting and fonts w	[36]
	• reasonable suspicion that City property is being used for purposes which are	Commented [MM3R2]: Thanks, the website d	

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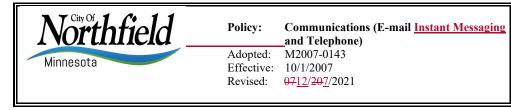
North Minnesota	Policy:Communications (E-mail Instant Messaging and Telephone)Adopted:M2007-0143Effective:10/1/2007Revised:0712/207/2021	
	violation of copyright laws, is prohibited.	
Willful or Careless	We reserve the right to determine when an employee is sending excessive or improper e-mail, instant messaging, or and voice mail. Willful or careless misuse of these toolse- mail or voice mail will result in discipline up to and including discharge.	
	The willful or careless attempts to hide the identity of the sender, or represent the sender as someone else or from another organization, will result in discipline up to and including discharge.	
	The introduction of programs known as computer viruses, Trojan Horses and worms into the City's network or into any external networks or computers can cause excessive computer usage or damage a system. Such willful or careless introduction of computer viruses will result in discipline up to and including discharge.	
Confidential	Employees should use the same care when creating electronic communications as they would use with oral or other written communications. Existing policies governing employee behavior, both within the workplace and when interacting with the general public, apply to all electronic communications.	
	Confidential information and some communications may be privileged (for example, communications between employee and attorney) and should be clearly identified as such. Exercise discretion when sending confidential information as the receiving party has the ability to forward the message anywhere in the world.	
	E-mails deleted are recoverable from the hard drive. E-mail and voice mail can be used in litigation and subpoenaed in court.	
	Deleted e mails remain in the "trash" function of the system for seven days and then are automatically deleted from the network. The seven-day feature is to give employees a chance to retrieve e-mails that were deleted in error. However, employees may change the automatic seven-day feature to be more or less time. Changing the automatic setting requires: GroupWise Mail, tools, option, environment, cleanup, automatic, # of days.	
Password Security	The password feature of the City's network and telecommunications systems is the foundation for maintaining the confidentiality of the City's communication system. Passwords may not be disseminated to the public or to other employees. Passwords must be retained as confidential information by the user.	
	Employees are responsible for all electronic messages originating from a computer operating under his/her password.	
Monitored	E-mail <u>, instant messaging</u> and voice mail are not the sole property of the person generating or receiving it. It is the property of the City. The City has the right and capability to monitor e-mail and voice mail by each user on our system. They can be	
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monitored daily by the IT staff or appropriate consultant. The City Administrator and the Human Resources Director in conjunction can order an investigation of e-mail. In addition, e-mail and voice mail can be subpoenaed in court.

Violation

Any unintentional or deliberate violation of this policy by a City employee will be cause for appropriate disciplinary action up to and including discharge.

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