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## E-MAIL USE POLICY

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### **PURPOSE**

This policy is to ensure that the public image of The Early Learning Coalition of Pasco and Hernando Counties, Inc. (hereafter the “Coalition”) is maintained and enhanced through proper usage of e-mail communications. The Coalition is also responsible to ensure that all staff are in compliance with Data Security Protocols.

### **SCOPE**

This policy covers appropriate use of any e-mail sent from a Coalition e-mail address and applies to all employees operating on behalf of the Coalition.

### **POLICY**

#### **PROHIBITED USE**

The Coalition’s e-mail system shall not be used for the creation or distribution of any disruptive or offensive messages, including but not limited to, offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees or members of the public who receive any e-mails with this content from a Coalition e-mail address should immediately report the matter to their supervisor or the Executive Director of the Coalition.

#### **PERSONAL USE**

Using a reasonable amount of Coalition resources for personal e-mails is acceptable, but non-work related e-mail shall be saved in a separate folder from work related e-mail. Sending chain letters or joke e-mails from a Coalition e-mail account is prohibited. Virus or other malware warnings and mass mailings from Coalition e-mail account shall have the prior approval of the Coalition Executive Director. These restrictions also apply to the forwarding of mail received by a Coalition employee.

#### **MONITORING**

Coalition employees shall have no expectation of privacy in anything they store, send or receive on the Coalition’s e-mail system. The Coalition may, but is not obligated to, monitor messages without prior notice.

## **ENFORCEMENT**

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

## **DEFINITIONS**

<b>Term</b>	<b>Definition</b>
E-mail	The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical e-mail clients include Eudora and Microsoft Outlook.
Forwarded email	E-mail resent from an internal network to an outside point.
Chain email or letter	E-mail 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.
Sensitive Information	Information is considered sensitive if it is deemed confidential by law or if it can be damaging to Coalition or its customers' reputation or market standing.
Virus warning	E-mail containing warnings about virus or malware. The overwhelming majority of these e-mails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.
Unauthorized Disclosure	The intentional or unintentional revealing of restricted information to people, both inside and outside the Coalition who are not legally authorized or do not have a need to know that information.

1st Reading: March 24, 2010

Approved by Board of Directors: May 27, 2010