

<b>SCOTTS VALLEY FIRE PROTECTION DISTRICT</b>		
<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: I</b>	<b>SOP: 1302</b>
	<b>SECTION: 1300 COMMUNICATIONS</b>	
	<b>SUBJECT: ELECTRONIC MAIL AND THE INTERNET</b>	

**Purpose:** To provide employees with the technology to communicate and perform business transactions with other agencies and private businesses.

**Scope:** To establish guidelines for the use of electronic mail (e-mail) and the Internet.


**Definition:**

Outlook Mail - A computer application used to create, receive and transmit e-mail messages. Outlook is a term that is used synonymously with e-mail, when in fact Outlook is the tool or vehicle that is used to create, send, deliver, receive and read e-mail messages.

Electronic Mail (e-mail) - A document, letter or correspondence created or received using an e-mail software application like Outlook. E-mail can be received and transmitted internally or externally, using the e-mail application. E-mail messages are sent to and received from people inside and outside the District's network. External e-mail messages are sent using the same e-mail software package as internal messages. E-mail messages can also contain attachments such as documents, graphics, text files and various other file types.

Internet (World Wide Web) - The Internet is a network of connected machines, software programs, and a massive quantity of information spread all around the world. Once you connect you become a part of the "Web," thus the term the World Wide Web (WWW). Internet access can be used to transfer data files (FTP), update web pages (HTML), contact web sites, and research applicable job and business information.

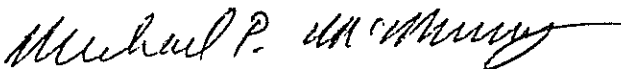
Web Browsing (Surfing) - The process of searching, accessing and reading many home pages, utilities and file locations on the WWW or Internet. Surfing is time consuming and usually considered counter-productive within business practices

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**Procedure:**

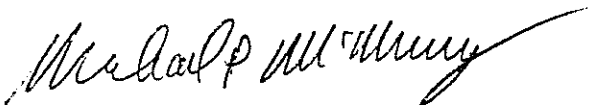
1. District e-mail shall only be used for the purpose related to achieving the District mission. The appropriate use of the e-mail system is for day-to-day activity messages between employees or outside contacts concerning District business.
2. All hardware, software, tools, e-mail and files are the sole property of the District and should only be used for business purposes.
3. The District reserves the right to monitor and inspect all computer systems and their contents.
4. The District reserves the right to audit and disclose all matters sent over and/or stored in its computer systems.
5. E-mail messages are not to be considered confidential, as messages may be read/reviewed by persons other than the intended recipient.
6. Messages that are confidential/private should be sent through inter-office mail and marked personal and confidential.
7. Messages with an enduring content that will be used for future reference should be sent via a memo.
8. According to the California Public Records Act, e-mail messages may be subject to disclosure to the media and/or members of the public.
9. Deletion of an e-mail message may not fully eliminate the message from the system since backups are performed daily.
10. Prohibited uses of e-mail include but are not limited to:
  - Illegal activities
  - Gambling
  - Threats
  - Harassment

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- Slander
- Defamation
- Obscene or suggestive language or images
- Sexually explicit material
- Racial or ethnic slurs
- Profanity
- Political endorsements
- Personal (or non District) for profit activities

11. E-mail messages of a religious nature are not allowed. Employees may not use District time or equipment to promote or oppose religious beliefs.
12. E-mail subscriptions to non-business related news groups and list servers are not allowed.
13. District e-mail shall not be used for personal messages or business. The exception would be short and infrequent messages to arrange or confirm appointments, inform family of overtime work, etc.
14. District members are responsible for all data or material downloaded from e-mail and/or the Internet to that member's e-mail address and/or computer terminal. Inappropriate material that is inadvertently downloaded should be deleted immediately.
15. E-mail messages received with an attached file shall be stored on the local C: drive. A virus-checking program must be run against the file before accessing or moving it.
16. Web browsing is solely intended for District business purposes.
17. Anyone found in violation of these procedures will be subject to disciplinary action up to and including termination of employment and/or criminal prosecution, if appropriate and in accordance with the District Policy.

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