

SCHRA Email Use Policy

Purpose

To prevent tarnishing the public image of SCHRA. When email goes out from SCHRA the general public will tend to view that message as an official policy statement from the Agency.

Scope

This policy covers appropriate use of any email sent from an SCHRA email address and applies to all employees, vendors, and agents operating on behalf of the Agency.

Policy

Prohibited Use. The SCHRA email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any SCHRA employee should report the matter to their supervisor immediately.

Personal Use.

Using a reasonable amount of SCHRA resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from an SCHRA email account is prohibited. Virus or other malware warnings and mass mailings from SCHRA shall be approved by the SCHRA Network Administrator before sending. These restrictions also apply to the forwarding of mail received by an SCHRA employee.

Monitoring

SCHRA employees shall have no expectation of privacy in anything they store, send or receive on the company's email system. The Agency may monitor messages without prior notice. SCHRA is not obliged to monitor email messages.

Enforcement

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

Definitions

Term	Definition
Email	The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical email clients include Microsoft Outlook.
Forwarded email	Email resent from an internal network to an outside point.
Chain email or letter	Email 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 can be damaging to the Agency or its customers' reputation.
Virus warning.	Email containing warnings about virus or malware. The overwhelming majority of these emails 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 SCHRA, who do not have a need to know that information.