

Fairfield County Government Email Use Policy

1.0 Purpose

To prevent tarnishing the public image of Fairfield County Government. When email goes out from Fairfield County Government, the general public will tend to view that message as an official policy statement from the Fairfield County Government and/or an endorsement regarding the content of the message,

2.0 Scope

This policy covers appropriate use of any email sent from a Fairfield County Government email address and applies to all employees, vendors, and agents operating on behalf of Fairfield County Government.

3.0 Policy

3.1 Prohibited Use. The Fairfield County Government 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 Fairfield County Government employee should report the matter to their supervisor immediately.

3.2 Personal Use.


Using a reasonable amount of Fairfield County Government resources for personal emails *may be* acceptable and will be at the discretion of your immediate supervisor, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a Fairfield County Government email account is prohibited. Virus or other malware warnings and mass mailings from Fairfield County Government are prohibited by Fairfield County Government. These restrictions also apply to the forwarding of mail received by a Fairfield County Government employee.

3.3 Monitoring

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

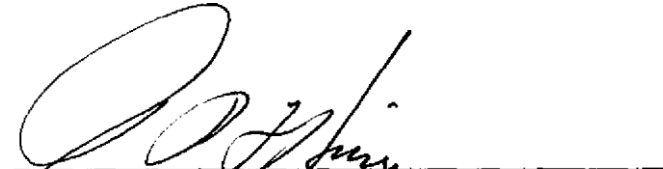
Policy Approvals

Prepared by


Information Technology Department Director

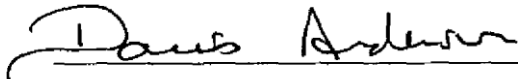
Date 2-8-8

Approved by


Fairfield County Administrator

Date

2/14/08


Fairfield County Deputy Administrator

Date

2/14/08

Employee Signatures

I have read and understand the Email Use Policy of Fairfield County Government and I will abide by the policy