

Stockbridge-Munsee Community	
Policy: Electronic Mail Policy	Tribal Council Approved: 4/21/09
Department: MIS	Revision Approved: 12/1/09
Pages: 4	

The Stockbridge-Munsee Community (“SMC”) provides an electronic mail (“e-mail”) system account to elected officials and employees to facilitate the business functions of the organization. Volunteers and consultants/contractors may be provided e-mail accounts in some circumstances. Elected officials, employees, volunteers and consultants/contractors (“users”) issued e-mail accounts are responsible for the appropriate use of this system. All e-mail communications and associated attachments sent, received and stored using the SMC e-mail system are subject to the provisions of this policy.

Tribal Property and Privacy – In addition to the system hardware and software, ***all e-mail communications and associated attachments constitute business records and are the property of SMC, whether composed, received or sent by the user. Because all e-mails are the property of SMC, users should not expect that they are private.*** Users should also be aware that deleted e-mails may be retrieved. SMC reserves the right to retrieve, monitor and review any use of and e-mails in its system and may disclose such e-mails for any purpose without notice to the user and without seeking permission from the user.

Persons requiring access to another user’s e-mail account for audit purposes must provide a written request to the MIS Department. The reason for the request must be related to productivity, performance, security, or employer liability as determined by the SMC Human Resources Department and Legal Office. In addition, appropriate access will be provided to facilitate tribal operations, including for audit purposes, as part of authorized investigations, and to ensure compliance with contractual requirements and applicable laws and policies.

Confidential or Proprietary Information – Copying, downloading, sending or uploading of confidential or proprietary information to unauthorized individuals is prohibited. For purposes of this policy, proprietary information includes licensed materials, copyrighted materials, trade secrets, financial information or similar materials.

E-Mail Disclaimer – SMC requires all users to add the following disclaimer to all correspondence sent from the user’s SMC e-mail account:

NOTICE: This message is intended for the use of the addressee and may contain information that is privileged and confidential. If the reader is not the intended recipient, you are hereby notified that any copying or dissemination of this message is prohibited. If you have received this message in error, please notify us by reply e-mail or by telephone (715-793-xxxx) and immediately delete the message and all of its attachments. E-mails may be subject to internal audit in accordance with tribal confidentiality policies.

Confidentiality – Users are expected to respect the confidentiality of e-mails sent to others. Users may not access or review e-mail that is not distributed to them. Authorized persons may access and review e-mail at any time when requested in writing as specified in the ***Tribal Property and Privacy*** section above. For e-mails or e-mail accounts that may contain confidential or protected information including, but not limited to, health, employee, financial, child protection or legal information, this review will be done by a person authorized to have access to such information.

All persons participating in the review process shall maintain the confidentiality of all information that they may become aware of as part of fulfilling their duties under this policy. E-mail that remains in a user's account after the user has left SMC may be reviewed by the user's supervisor or other authorized person before the account is purged.

Privacy and Visitors – SMC is committed to keeping the addresses of outside persons who correspond with its users private. Users may not sell, rent or lease its address or subscription lists to third parties.

Security – Users are responsible for maintaining the security of their own account user ID and password. Sharing account user IDs and passwords with others is discouraged. In the event that a user shares their account user ID and password with another person, the user is responsible for the actions of that person, including e-mail originating from the user's account. Passwords may be disclosed to the MIS Department for purposes of troubleshooting technical issues, but should be changed by the user immediately after resolution. Users are encouraged to change e-mail passwords frequently.

Virus Protection – E-mail attachments have been identified as a means for spreading computer viruses that cause the loss of information or even a complete shutdown of the system. Attachments to e-mails should not be opened unless the e-mail originates from a known source.

File Management – In order to keep the SMC e-mail system running efficiently, users should delete unnecessary e-mail stored in the system, as well as e-mail that is no longer needed. Generally, e-mail should not be saved for more than 30 days unless required as part of SMC's record retention policy.

Business Use – All business correspondence must be transmitted using the SMC e-mail system. All e-mail communications must be primarily job-related and for business purposes. Limited, occasional or incidental use of the SMC e-mail system for personal use is acceptable if done in a professional manner that does not interfere with business functions.

Business Form – E-mail communications reflect the image of SMC. They should be composed in a professional manner that is similar to messages sent on official letterhead. **Users should keep in mind that electronic files are subject to discovery and may subsequently be used in litigation involving SMC or the user.**

Therefore, it is expected that user statements in e-mail communications will reflect favorably on SMC and the user.

Solicitation – Users may not use the SMC e-mail system to solicit for commercial ventures or charitable, religious or political organizations or other causes without prior authorization from their supervisor. Solicitation by users acting in the capacity of their job responsibilities is acceptable.

Anti-Harassment and Anti-Discrimination Policies Applicable – SMC employment policies, including those prohibiting sexual or other harassment and discriminatory conduct, are applicable to the SMC e-mail system. E-mails containing foul, inappropriate, or offensive language, those containing racial or ethnic slurs, sexual innuendo, pornography or defamation are prohibited.

Unacceptable Use – Unacceptable use of the SMC e-mail system includes, but is not limited to, the following:

- Using or allowing another to use your e-mail account for fraudulent or criminal purposes.
- Misrepresenting the identity of the source of an e-mail.
- Using e-mail to interfere with the ability of others to conduct business.
- Using e-mail account to buy and sell personal goods and services or for personal gain.
- Subscribing to mailing lists other than those pertaining to work-related subject matter.
- Creating or distributing material which others may find offensive or disruptive.
- Sending unsolicited “junk” e-mail or mass mailings, such as chain letters, with no business purpose.
- Using or allowing another to use your e-mail account in any way that violates the employee handbook, tribal policies, tribal ordinances, applicable state or federal laws.

Suspension or Termination of Employment – Users are prohibited from accessing their SMC e-mail account when their employment by the SMC has been suspended or terminated. Deleting, altering, or sharing confidential, proprietary, or any other information upon termination without management authorization is prohibited. All computers must be returned to SMC along with any other appropriate information necessary for SMC to continue using the computer and information stored on it, uninterrupted. Accessing SMC computers or taking files, data, programs or computer equipment upon termination is prohibited and could be prosecuted to the fullest extent of the law.

Failure to Comply – Supervisors are responsible for ensuring that users are trained on the proper use of the SMC e-mail system and that they have been provided with and understand this policy. Violations of this policy will be reported to the user’s supervisor.

Failure to comply with this policy may result in the revocation of the user's e-mail account and further disciplinary action as documented in the employee handbook.

Your signature indicates that you have read and understand the Electronic Mail Policy approved by Tribal Council on 12/1/09.

User's Printed Name

User's Signature

Date

Supervisor's Signature

Date