

E-Mail, Voice Mail, Computer, Fax, Two Way Radio and Internet Usage Policy

The ***(name of local unit)***'s e-mail, voice mail, Internet and facsimiles are for official business and use for nonbusiness purposes is prohibited. All e-mail, voice mail and Internet messages are public records subject to possible disclosure to the public pursuant to the provisions of the Open Public Records Act.

(name of local unit) reserves the right to monitor, obtain, review and disclose all e-mail messages, computer files, voice mail, two-way radios, facsimiles and Internet messages on the computer and communications systems of the ***(name of local unit)*** as deemed necessary and appropriate. By using the ***(name of local unit)*** e-mail, computer systems, voice mail, facsimiles and the Internet, each user agrees that the ***(name of local unit)*** has unrestricted access and the right to disclose all information communicated or stored on the e-mail, computer systems, facsimiles, voice mail and the Internet for any security, health, employment or other legitimate business reasons. Legitimate reasons also include systems maintenance, message routing, retrieval of business information, troubleshooting hardware and software problems, preventing system misuse, protecting confidential proprietary information, ensuring compliance with software license policies and complying with legal and regulatory requests for information. E-mail shall not be used to harass, torment or disparage another party. Offensive and harassing communications are unacceptable and prohibited.