

THE CORPORATION OF THE DISTRICT OF SUMMERLAND
POLICY STATEMENT AND REGULATIONS

Number: 1100.2

MUNICIPAL E MAIL SYSTEM

Regulations and Procedures

1. E-Mail services are provided to all network users and must be used with the utmost discretion to ensure that the integrity and reputation of the District of Summerland is not damaged.
2. Users are not permitted to transmit or receive unauthorized materials that violate copyright laws or that are sexually explicit, obscene, or potentially offensive.
3. Messages that are sent must not contain material that could be prohibited by existing legislation, regulations and standards, i.e., the Freedom of Information and Privacy Act.
4. Caution must be used, when redirecting or sending e-mail to ensure that it does not contain a virus that could corrupt or disrupt the receivers computer system.
5. All messages should be kept to a maximum size of three megabytes.
6. A user must not use another users identification when they are receiving or sending messages.
7. All messages that are received, that were intended for someone else, should be sent back to the sender and then all copies deleted from the files.
8. Reasonable editorship and proof reading should be exercised. Messages should not contain material that would be detrimental to the use or the District of Summerland.
9. Staff must purge their sent items and "in-box" on a monthly basis, making hard copies of items to be retained. All messages older than one month shall be deleted. All e-mail may be subject to Freedom of Information requests.

Adopted October 10, 2000