

Mayne Island Improvement District Policy Manual

E-Mail System

Policy Statement

The Mayne Island Improvement District 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 Mayne Island Fire Rescue or Improvement District is not damaged.

- Users are not permitted to transmit or receive unauthorized materials that violate copyright laws or that are sexually explicit, obscene or potentially offensive. If it feels wrong then don't send it.
- 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*.
- 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.
- A user must not use another user's identification when they are receiving or sending messages.
- Outgoing messages should include the following statement:
"This e-mail and any attachments may contain confidential material and are solely for the use of the intended recipient(s). If you have received this e-mail in error, please notify the sender immediately and delete this e-mail. If you are not the intended recipient(s), you must not use, retain, copy or disclose any information contained in this e-mail."
- 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.
- Reasonable editorship and proof reading should be exercised. Messages should not contain material that would be detrimental to the Mayne Island Improvement District.
- Staff shall attempt to purge their "in-box" on a regular basis, making hard copies of items to be retained.
- All e-mail may be subject to Freedom of Information requests