

Mayne Island Improvement District

Electronic Mail Policy & Agreement

1. Scope
2. Interpretation
3. Compliance
4. Privacy, Audit, Investigation or Litigation
5. Retention and Disposition
6. Permitted Uses
7. Prohibited Uses
8. Monitoring
9. Sanctions
10. User's Acknowledgement of Policy

1. SCOPE

This electronic mail policy applies to all Mayne Island Improvement District (MIID) staff, management, service providers and volunteers. This policy is subject to MIID's records management policies, procedures and systems.

2. INTERPRETATION

"record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;

"records management system" includes a system used by MIID to manage the records from record creation through to records disposal.

3. COMPLIANCE

All MIID electronic messages and the electronic message system that produces them are the property of MIID. MIID staff, trustees and volunteers must comply with this policy. In order to ensure compliance with this policy, all staff and trustees will be provided with a MIID email account to conduct business on behalf of MIID.

4. PRIVACY, AUDIT, INVESTIGATION OR LITIGATION

This policy is subject to the *Freedom of Information and Protection of Privacy Act* and subject to any audit, investigation, or litigation involving MIID. Outgoing messages should include the following disclaimer 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."

5. RETENTION AND DISPOSITION

MIID has the exclusive right to determine the retention and disposition of all electronic messages and the electronic message system that produces them, subject to MIID's records management policies, procedures and systems.

6. PERMITTED USES

Users of the electronic mail of MIID are required to comply with permitted uses as determined by MIID. These permitted uses include compliance with MIID’s policies, procedures and standards for legal and ethical communication using electronic messages. Users must:

- Use appropriate and responsible message language and content;
- Use proper identification and return misdirected mail to the sender;
- Attempt to purge their inbox and unnecessary messages when needed;
- Attempt reasonable editorship and proofreading;
- Ensure that alternate contact information is displayed on messages when on extended absences (“out-of-office reply”).

7. PROHIBITED USES

The following actions constitute unacceptable use of electronic mail. This list is not exhaustive, but is included to provide a frame of reference for types of conduct that are deemed unacceptable. Electronic mail must not:

- Contain content that may cause embarrassment, loss of reputation, or other harm to MIID staff, trustees or volunteers;
- Transmit or receive pornographic, offensive or obscene material;
- Conduct personalized attacks, harassment or cyber-bullying;
- Introduce any viruses or malware, or maliciously tamper with any resources;
- Send unsolicited bulk emails (“spam”);
- Contain material prohibited by existing legislation, regulations or standards; or
- Violate copyright or privacy laws.

8. MONITORING

MIID has the right to monitor the use and content of all electronic messages and the electronic message system that produce them, including user compliance with this policy.

9. SANCTIONS

MIID has the right to impose sanctions on users who violate this policy. Sanctions may include loss of Internet and electronic mail access and disciplinary action (including termination of employment or contract) and prosecution for illegal acts.

10. USER’S ACKNOWLEDGEMENT OF POLICY

By using MIID’s electronic messages and the electronic message system that produces them, the user acknowledges that the user has read this policy, understands this policy, agrees to comply with this policy and understands that failure comply with the policy may result in sanctions against the user.

Signature

Date

Print Name