



State of Nevada

Information Security Committee

Standard

Control No.	Rev.	Title	Effective Date	Page
116	B	Email Usage	02/17/2017	1 of 3

1.0 PURPOSE

This establishes minimum information technology (IT) security standards for the protection of State systems regarding email, and accessing personal email using State IT systems.

2.0 SCOPE

This standard applies to any entity, regardless of physical location, that operates, manages, or uses SilverNet services or equipment.

3.0 EFFECTIVE DATES

This standard becomes effective at the time of approval of the State Chief Information Officer (CIO).

4.0 RESPONSIBILITIES

The agency head and appointed Information Security Officer (ISO) have the responsibility to ensure the implementation of and compliance with this standard. The agency ISO and unit managers are responsible for disseminating this standard and implementation within their units.

5.0 RELATED DOCUMENTS

State Information Security Consolidated Policy – 100, sections 5.4.5, 5.4.6
[NSLA Guidelines for Agency Email Policy](#)

6.0 STANDARD

State-provided email should be used for legitimate state business. However, brief and occasional email messages of a personal nature may be sent and received. All content on State email applications are property of the State of Nevada.

6.0.1 USE OF STATE-PROVIDED EMAIL APPLICATIONS:

- A. Employees have no right to privacy with regard to e-mail usage on state systems. Management has the right to view employees' usage patterns and take action to assure that agency email resources are devoted to maintaining the highest level of productivity.
- B. Creating, forwarding or propagating any racist, sexist, threatening or obscene material via State-provided email applications is prohibited.
- C. Employees shall not use email to intentionally disable, impair or overload performance of any computer system or network, or to circumvent any system intended to protect the privacy or security of the systems or another user.



State of Nevada

Information Security Committee

Standard

Control No.	Rev.	Title	Effective Date	Page
116	B	Email Usage	02/17/2017	2 of 3

- D. All user interactions with State-provided or enterprise email applications must adhere to their agency's acceptable use agreements.
- E. Employees shall not use State-provided email applications to subscribe to mailing lists or services strictly for personal use.
- F. User photographs in the enterprise email system must be of the user of the account. All photographs should be professional and appropriate for business use. Avatars and other images are not allowed. Any prohibited content discovered in violation of this standard will be removed without notice by EITS, and may be reported to the agency head and / or Information Security Officer (ISO) as appropriate.
- G. Personal use of State-provided email applications is a privilege. As such, the privilege may be revoked at any time. Any prohibited content discovered in violation of this standard may be reported to the agency head and / or Information Security Officer (ISO) as appropriate.
- H. When employees send email of a personal nature on a state system, there is always the possibility of the employees' words being interpreted as official agency correspondence. When an employee sends a personal email from State-provided email, especially if the content of the email could be interpreted as an official agency statement, the employee should use the following disclaimer at the end of the message: **"This email contains the thoughts and opinions of (employee name) and does not represent official (agency name) policy."**

6.0.2 USE OF PERSONAL EMAIL:

- A. Personal email use on State systems is a privilege. As such, the privilege may be revoked at any time at the discretion of the agency. Abuse of the privilege may result in appropriate disciplinary action.
- B. Personal email use shall not impede the conduct of state business; only incidental amounts of employee time shall be used to attend to personal matters.
- C. Creating, forwarding or propagating any racist, sexist, threatening or obscene material via State systems is prohibited.
- D. Personal email shall not be used for any monetary interests or gain while on State systems.
- E. All personal email sent on state systems, or across state networks can be archived.



State of Nevada

Information Security Committee

Standard

Control No.	Rev.	Title	Effective Date	Page
116	B	Email Usage	02/17/2017	3 of 3

7.0 DEFINITIONS/BACKGROUND

Email: A system for sending and receiving messages electronically.

Enterprise email applications: The standardized application(s) for email connectivity provided by Enterprise IT Services for all using agencies.

Personal email: The application(s) for email connectivity which are not provided by an employer for work-related activities.

State-provided email applications: The application(s) for email connectivity provided by any State of Nevada entity.

8.0 EXCEPTIONS/OTHER ISSUES

Requests for exception to the requirements of this Information Security Standard must be documented, provided to the Office of Information Security (OIS), and approved by the State Chief Information Security Officer (CISO).

<i>Approved By</i>		
Title	Signature	Date
State Information Security Committee	Approved by Committee	11/17/2016
State Chief Information Security Officer (CISO)		
State Chief Information Officer (CIO)	Signature on File	2/17/2017
<i>Document History</i>		
Revision	Date	Change
A	4/11/2002	Initial Release as 4.65: Personal E-Mail access.
B	12/1/2016	Re-write to incorporate State-provided email standards.