



State of Nevada

Information Technology (IT) Security Committee

Standard

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4.65	A	Personal E-Mail Access	04/11/02	1 of 3

1.0 PURPOSE

This standard establishes the requirements for accessing Personal E-mail using State IT systems.

2.0 SCOPE

This standard applies to all state agencies meeting the requirements identified in the State IT Security Policy, Section 2.0 Scope and all agencies using e-mail.

3.0 EFFECTIVE DATES

The requirements of this standard are effective 90 days after sign-off by the Governor or his designee.

4.0 RESPONSIBILITIES

The Department of Information Technology (DoIT) Network Administration responsible for the centralized internet and e-mail services are responsible for alerting agency network administrators and all Information Security Officers (ISO) of inappropriate email use by an agency's staff while using the centralized services.

If the inappropriate use of the internet or e-mail presents a risk of decreased productivity of the employee, it will be the agency head's responsibility to determine the appropriate disciplinary action to be taken. If the inappropriate use presents a security risk to the state system, (i.e., introduction of viruses due to accessing personal e-mail, impairing or overloading the performance of a state system or network), DoIT will take action to immediately revoke the users' access to the internet and e-mail and notify the employing agency's ISO and agency head.

The agency head or appointed ISO has the responsibility to ensure the implementation of and compliance with this standard.

5.0 RELATED DOCUMENTS

State IT Policy IEM_POL_5.2, Internet/E-mail Problematic Usage
State IT Policy IEM_POL_5.3, Internet/E-mail Abuse Monitoring and Tracking
State IT Policy IEM_POL_5.6, State E-mail Systems
State IT Security Standard 4.02
IT State Information Security Officer (ISO) Roles and Responsibility 4.03

6.0 STANDARD

This standard applies to e-mail used within the agency and e-mail used conjointly with the Internet and does not supersede any federal or state policies regarding confidentiality, information dissemination or standards of conduct. Generally, e-mail should be used for legitimate state business; however, brief and occasional e-mail messages of a personal nature may be sent and received if the following conditions are met.



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- A. Personal use of e-mail on state systems is a privilege, not a right. As such, the privilege may be revoked at any time. Abuse of the privilege may result in appropriate disciplinary action.
- B. Employees shall be informed that all e-mail sent on state systems can be recorded and stored along with the source and destination.
- C. 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 Internet and e-mail resources are devoted to maintaining the highest level of productivity.
- D. Recorded e-mail messages from state systems are the property of the agency.
- E. Employees shall be informed that when sending an e-mail of a personal nature on a state system, there is always the danger of the employees' words being interpreted as official agency policy or opinion. Therefore, when an employee sends a personal e-mail on a state system, especially if the content of the e-mail could be interpreted as an official agency statement, the employee should use the following disclaimer at the end of the message: **"This e-mail contains the thoughts and opinions of (employee name) and does not represent official (agency name) policy."**

RESTRICTIONS:

- A. Personal e-mail shall not impede the conduct of state business; only incidental amounts of employee time shall be used to attend to personal matters - time periods comparable to reasonable coffee breaks during the day.
- B. Accessing, posting or sharing any racist, sexist, threatening, obscene or otherwise objectionable material (i.e., visual, textual or audible) is strictly prohibited.
- C. E-mail shall not be used for any personal monetary interests or gain.
- D. Employees shall not use state systems to subscribe to mailing lists or mail services strictly for personal use.
- E. Personal e-mail shall not cause the state to incur a direct cost in addition to the general overhead of e-mail. Employees shall not intentionally use the Internet facilities or e-mail to 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.
- F. Departments may establish more restrictive policies or standards to limit the receiving and distribution of personal e-mail on state owned equipment and networks but shall not be less restrictive than this standard.

7.0 DEFINITIONS/BACKGROUND

None



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8.0 EXCEPTIONS/OTHER ISSUES

Request for exception to the requirements of this IT Security Standard must be documented and approved by the Chief Information Officer (CIO).

<i>Approved By</i>		
Title	Signature	Date
State IT Security Committee Chair	Signature on File	03/27/2002
NV IT Operations Committee Chair	Signature on File	04/11/2002
Governor/Governor's Representative	Signature on File	06/17/2003

<i>Document History</i>		
Revision	Date	Change
A	04/11/02	Initial release.