

## **Purpose**

This section sets forth the Center for Family and Child Enrichment's (CFCE) policy on the use of electronic mail (e-mail) for electronic communications.

## **Scope**

This policy applies to employees at all the Center for Family and Child Enrichment locations.

## **Policy**

### **Administering E-Mail**

CFCE is responsible for creating and managing an infrastructure that can support the safe and successful delivery of e-mail within CFCE and to customers, partners, and others via the Internet.

As part of this architecture, CFCE will create means by which it can scan the content of messages to prevent the spread of viruses, worms, Trojan Horses, or other executable items that could pose a threat to the security of the systems and network.

### **E-Mail Virus Protection**

E-Mail that has been found to be infected with a virus, worm, Trojan Horse, or contains another executable item could pose a threat to security will not be delivered to the user. Infected email should be removed from the delivery system and analyzed by network and security administrators.

### **User Responsibilities**

E-Mail is the electronic equivalent of a post card. Anyone can read its contents along the deliver path. Sensitive, confidential, or proprietary information may be sent to users who have access to the local area network. Appropriate information may be sent to customers and partners with connections to the local area network. No sensitive, confidential, or proprietary information may be sent to anyone via the Internet.

All users of CFCE's email service will follow and respect the ten rules of E-Mail:

- Demonstrate the same respect thy gives to verbal communications.
- Check your spelling, grammar, and read your own message twice before sending it.
- Do not forward any chain letter.
- Do not transmit unsolicited mass e-mail (Spam) to anyone.
- Do not send messages that are hateful, harassing, or threatening unto fellow users.
- Do not send any message that supports illegal or unethical activities.
- Remember that your email is the electronic equivalent of a post card and should not be used to transmit sensitive information.

- Do not use your email broadcasting facilities except for making appropriate announcements.
- Keep your personal email use to a minimum.
- Keep your policies and procedures sacred and help administrators protect them from abusers.