

## **CLIO AREA FIRE DEPARTMENT POLICY**

### **INTERNET AND ELECTRONIC MAIL**

Access of the Internet and Electronic mail is to be used for conducting Fire Department or Fire Authority business and is not intended for use by individual employees for carrying on personal business or personal correspondence.

#### Use of Internet

1. Use of the Department computers and equipment for accessing obscene, profane, pornographic, or illegal sites on the Internet is strictly forbidden.
2. Use of the Department computers and equipment should be used only to access valid internet sites. These sites will generally be protected from virus and spy-ware. Downloading music, games, etc for personal use is prohibited.
3. Use of the Department computers and equipment for accessing obscene, profane, or pornographic sites on the Internet will result in discipline up to and including discharge.

#### Use of Electronic Mail:

1. Use electronic mail to conduct Department/Authority business.
2. Use in compliance with Department/Authority policies.
3. Do not use for obscene, profane, or harassing messages.
4. Target messages only to appropriate individuals.
5. Do not create electronic junk mail.
6. Exercise caution regarding contents when sending messages as electronic mail may be forwarded to other than the intended recipient.
7. Report unauthorized or undesirable usage of electronic mail to one of the Chief Officers of the Department.
8. The Department/Authority may monitor an individual's electronic mail at any time without the prior authorization of the individual employee/member and without specific notice to the individual employee.
9. Misuse of Department computers and equipment for email purposes will result in discipline up to and including discharge.