Policy

Electronic Mail Access and Use

Please note this policy is mandatory and staff are required to adhere to the content

Summary

DECD staff must use electronic mail (email) resources in an appropriate and professional manner, and in accordance with the ethical standards expected from DECD staff.

Table 1 - Document details

Publication date	February 2011
Review date	January 2014
Related legislation/applicable section of legislation	
Related policies, procedures, guidelines, standards, frameworks	
Replaces	ICT Security Policy February 2011
Policy officer (position)	Manager, ICT Assurance
Policy officer (phone)	8226 4375
Policy sponsor (position)	Assistant Director, ICT Strategy & Relationships
Executive director responsible (position and office)	Executive Director, Infrastructure
Applies to	All DECD Employees
Key words	ICT Security, electronic mail
Status	Approved
Approved by	Executive Director, Infrastructure
Approval date	February 2011
Version	1.8

Table 2 - Revision record

Date	Version	Revision description

Table of Contents

Government of South Australia
Department for Education and
Child Development

1. Title

Electronic Mail Access and Use

2. Purpose

DECD staff must use electronic mail (email) resources in an appropriate and professional manner, and in accordance with the ethical standards expected from DECD staff. This policy must be read in conjunction with the DECD Policy – ICT Security.

3. Scope

All DECD Employees

4. Policy detail

Copyright

Staff must at all times observe copyright, and licensing laws when including copyrighted material, in their use of DECD email facilities.

Primary Usage

Email must be primarily used for DECD related business purposes, eg. communications related to DECD business, authorised personal development and activities related to a person's duties.

Personal Usage

Limited non-business use of email is permitted consistent with the Code of Ethics for the South Australian Public Sector. Personal usage, if subjected to public scrutiny, must not cause embarrassment or concern to DECD. Refer to the DECD Guideline – Practical Guide for the use of email and the Internet.

Unacceptable Usage

DECD reputation as a professional organisation must not be jeopardised by improper use or conduct via email. Usage that causes interference or disruption to other email users will not be tolerated.

Unacceptable usage includes, but is not limited to:

- distribution of unsolicited advertising

- distribution of "chain letters"

- propagation of any form of malicious software (viruses, worms etc)

- distribution of offensive material, including jokes or images

- use causing harassment, defamation or offence to others

- activity which involves religious or political lobbying

- excessive non-DECD business use

- distribution for personal financial gain.

Privacy of Electronic Mail

All email transmitted, received and stored remain the property of DECD.

Access for maintenance or security investigations is permitted only with the express permission of the Chief Information Officer, ICT Services. Such access will be limited to IT security personnel and others specifically involved in maintenance and security investigation.

Freedom of Information Act

Requests for email contents under Freedom of Information Act must adhere to Freedom Of Information procedures. Other requests for email contents must be referred to the mail box owner's Manager.

Email Disclaimer

Staff must add a disclaimer to email where their expressed views are not necessarily those of DECD.

Commercial Electronic Messages

Consistent with the Spam Act, commercial electronic messages must:

- only be sent with the addressee's consent

- clearly identify who is responsible for sending the message; and

- allow people to opt-out from receiving future messages.

Security of email

Mailboxes within SAGEMS must not be configured to automatically forward to a private, external address eg Gmail, Hotmail, Yahoo.

Non-compliance

Violations of this policy, depending on severity and nature, may result in reprimand, loss of email privileges or termination of employment.

5. Roles and responsibilities

Table 2 - Roles and responsibilities

Role	Authority/responsibility for

6. Monitoring, evaluation and review

7. Definitions and abbreviations

Table 3 - Definitions and abbreviations

Term	Meaning

8. Supporting documents

The following whole-of-government and DECD policies and guidelines are relevant and should be read in conjunction with this policy.

- *Whole of Government Policies and Guidelines*

- The State Government Information Privacy Principals *(Cabinet Administrative Instruction 1/89) (governing the collection, release and publishing of information)*

- *Information Security Management Framework (ISMF)*

- *SAGEMS Government Procedure on Auto-Forwarding Emails*

- Code of Ethics for the South Australian Public Sector

- State Records of South Australia, Management of Email as Official Records: Policy, Guidelines and Technical Considerations.

- Guidelines on Workplace E-mail, Web Browsing and Privacy, Office of Federal Privacy Commissioner

- *State and Commonwealth Acts*

- Public Sector Act 2009

- Freedom of Information Act 1991

- Copyright Act 1968

- The Commonwealth Spam Act 2003

- *DECD Policies and Guidelines*

- DECD Policy – ICT Security

- DECD Guideline – Practical Guide for the use of email and the Internet

9. References

N/A

Appendix

N/A