

State of Florida
Department of Citrus
Lakeland, Florida

POLICY ON USING THE INTERNET & ELECTRONIC MAIL

I. PURPOSE AND SCOPE:

A. This policy establishes guidelines for determining acceptable use of the Internet and electronic mail service at the Florida Department of Citrus. Access to the Internet and electronic mail service is a privilege, not a right. As such, accessing the Internet and using electronic mail requires adhering to State and Department policies and procedures as well as applicable Federal, State and local laws or regulations.

B. Acceptable use requires responsible and ethical behavior with respect to intellectual property, ownership of data, and system security and consideration of others' rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. This policy makes clear certain uses, not all-inclusive, that are not acceptable and it applies to all Department employees who use State-provided resources to access the Internet and electronic mail service.

II. GUIDELINES:

A. Designated Department employees are given access to the Internet and electronic mail service to assist in performing their job duties and responsibilities. The Internet and electronic mail service are intended to be used to carry out the mission of the Department by providing a mechanism to rapidly and efficiently acquire and disseminate needed information to Department staff and customers. Employees may briefly visit other non-work related, but appropriate, non-controversial sites such as sites that address health matters, weather, news, business topics, community activities, career advancement and personal or professional enrichment during non-work time such as lunch or before and after work hours. As with any other workplace tool, abuse is possible; hence, the Department expects all employees to exercise common sense and prudent judgement in selecting and viewing non-work related sites. In no case will such activity result in any additional cost to the Department. The Department has adopted a "zero-tolerance" policy for the following uses of the Internet and electronic mail:

1. Accessing, displaying, posting, sending, soliciting, storing, copying, printing, or in any other manner transferring sexually explicit, obscene,

or pornographic material or any other materials containing profanity vulgarity or language that is otherwise inappropriate using any type of storage media or printer.

2. Accessing, displaying, posting, sending, soliciting, storing, copying, printing or in any other manner transferring sexually, racially, or religiously harassing materials or materials that are threatening in nature.
3. Engaging in any illegal activity.
4. Conducting any type of personal business transaction (for example, buying or selling items and/or services on the Internet) or using the Internet for personal/monetary interests or gain.
5. Sending or forwarding chain letters for soliciting funds for political, charitable, religious or other personal causes.
6. Harassing, intimidating or otherwise annoying another employee, individual, business or organization.
7. Violating copyright laws in any manner.
8. Providing access to confidential or proprietary information. (Some information is confidential by law, including, but not limited to information that requires protection from unauthorized access by legal exemption from the Public Records Act, Chapter 119, F.S.)
9. Engaging in any activity that is in any way harmful to computer systems, hardware or software, including propagating viruses, disrupting services, or damaging or maliciously altering files.
10. Engaging in any activity in the public/private domain to promote a personal preference, mission or initiative. (An example would be sending an electronic mail to the media containing an editorial, indicating the electronic mail originated from your work microcomputer and could result in a possible response(s) to your work unit).
11. Circumventing or otherwise subverting system and network security measures, including tampering with the Internet browser's "History" file.
12. Subscribing to mailing lists or participating in electronic discussion groups (i.e., list server, news groups, chat rooms, etc.) for personal purposes, or using any mail service other than that provided by the Department for any purpose.

- B. All electronic mail messages are the property of the State of Florida and electronic mail transmission should not be considered private. The content and maintenance of electronic mail is the employee's responsibility.
- C. Employees are reminded that web browsers log the web sites accessed on the Internet. The Department will use these records as well as other tracking capabilities as deemed necessary to monitor employee use of the Internet and electronic mail service.
- D. Each employee will acknowledge in writing that he or she has received a copy of this policy and that he or she understands that the Department offers no right to an expectation of privacy in using State-owned resources.

III. CONSEQUENCES OF NON-COMPLIANCE

- A. Improper use of the Internet and/or electronic mail service may result in access being revoked, which could result in an employee being unable to perform the job function of his/her class specifications.
- B. Non-compliance with this policy may result in disciplinary action up to and including dismissal. The willful and knowing unauthorized use, alteration or destruction of information assets is a computer-related crime and could subject the employee to criminal prosecution punishable under Chapter 815, Florida Statutes and other State and Federal statutes.

Internet & Electronic Mail Usage Agreement

This will acknowledge receipt of Department Policy on Using the Internet and Electronic Mail. I understand that it is my responsibility to read this policy in its entirety and to be guided by the provisions contained therein. I understand that inappropriate use of the Department's internet and electronic mail services and equipment as set forth in this policy will subject me to possible criminal prosecution and disciplinary action as set forth in Chapter 815, Florida Statutes, the **State of Florida Employee Handbook, Section VIII Standards of Conduct**, as well as other State and Federal Statutes.

Signature of Employee

Date Signed