



INFORMATION SERVICES
Acceptable Use of Electronic Communication
POLICY Number: C-002

1 March 2013

1. **AUTHORITY:** Director of State Civil Service as contained in La. R.S. 36:54.
2. **REFERENCES:** Office of Information Technology Technical Standard/Procedures: IT STD 1-20 (Acceptable Internet/Email Use).
3. **PURPOSE:** To state the Director's policy on the acceptable use of the department's electronic communication systems which include: state provided internet, email, telephone, and facsimile machines (FAX). The purpose of such electronic communication is to conduct official state business.
4. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service.
5. **POLICY:** It is the Director's policy that all electronic communications are considered state property and the department has the right to monitor all use of such property at its discretion. With the exception of information protected by federal/state statutes and agency policies, employees should have no expectation of privacy as to their internet, email, telephone and facsimile usage via department computers and networks.
6. **PROCEDURES:**
 - A. **ACCEPTABLE USE OF ELECTRONIC COMMUNICATION**
 1. To provide and facilitate official state business (intra-agency, state and federal agencies and business partners of state agencies)
 2. To use for professional society, university association, government advisory or standard activities related to the user's employment-related profession.
 - B. **PROHIBITIONS OF ELECTRONIC COMMUNICATION**
 1. Users may not download, store, transmit, or display any kind of image or document using any department system or resource that violates federal,

state or local laws and regulations, executive orders, or that violates any department adopted policy, procedures, standards, or guidelines.

2. Sending or forwarding emails containing pornography, libelous or defamatory comments or offensive comments about race, gender, age, sexual orientation, religious or political beliefs, national origin, or disability is prohibited.

C. STANDARD EMAIL SIGNATURE

It is the Director's policy that a standard email signature be used by all State Civil Service employees. The following font, font size, and information shall be used:

- Font: Calibri, Bold, Italic
- Font size: 11
- Information:
 - Name
 - Title
 - Louisiana State Civil Service
 - Phone
 - Fax (optional)
 - Email Address

The MIS Division will insert a confidentiality statement as part of your signature at the bottom of your emails. However, you must set up your own personal information for your signature in Outlook. Also, include the SCS logo as part of your signature. The directions for setting up an email signature, including inserting the SCS logo, are located under Procedures on the SCS Intranet.

D. DUTY OF CARE

Users must take the same care in drafting and/or replying to email as they would for any other business communication. Employees are responsible for emails that are transmitted from their assigned workstations. Employees shall lock their computers when they are away from their computers to avoid unauthorized transmittals.

7. **EXCEPTIONS:** The Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.

s/Shannon S. Templet
Director