

**SECTION: 1. GENERAL**

**SUBJECT: ELECTRONIC MAIL POLICY**

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**Subject: Appropriate use for electronic mail**

**Background:** Idaho's Department of Administration issues various directives related to state employees' use of technology through its *Information Technology Resource Management Council (ITRMC)*.

**Rules / Authority:** ITRMC is authorized by Idaho statute, Title 67, Chapter 57.<sup>1</sup> ITRMC's directives are relevant to Lewis-Clark State College because of the definition included in the statute.<sup>2</sup>

**Point of Contact:** Chief Technology Officer

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** IT executive steering committee, the President, the Provost, and the Vice President for Finance & Administration

**Date of approval by LCSC authority:** 2/8/10

**Date of State Board Approval:** NA

**Date of Most Recent Review:** January, 2012

**Summary of Major Changes incorporated in this revision to the policy: Dated 2/8/10**

Relevant websites include:

Description of ITRMC: <http://itrmc.idaho.gov/council.html>

List of ITRMC policies: <http://itrmc.idaho.gov/resources.html#policies>

Electronic mail remains the most common component of the state's office automation efforts. In order for employees from different state agencies to seamlessly communicate electronically, it is desirable to share the same electronic mail and calendaring software. This also allows the state to benefit from

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<sup>1</sup> 67-5745. DECLARATION OF PURPOSE. The legislature finds that advances in information technology and telecommunications present significant opportunities for the state of Idaho to improve the efficiency and productivity of state and local government, to promote, develop and diversify its economy, to encourage public access to government information and to enhance lifelong educational and training opportunities. The implications of these information technology and telecommunications advances require a centralized and coordinated strategic planning process involving the expertise and participation of experienced persons from both state and local government and the private sector. The establishment of the information technology resource management council will facilitate a centralized approach to the acquisition and evaluation of necessary technical information and the informed development of a statewide strategic plan to ensure a coordinated approach to the design, procurement and implementation of information technology and telecommunications systems for both state government and the public.

<sup>2</sup> 67-5745A. DEFINITIONS. As used in this chapter:  
"State agencies" means all state agencies or departments, boards, commissions, councils and institutions of higher education, but shall not include the elected constitutional officers and their staffs, the legislature and its staffs or the judiciary.

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economies of scale in software licensing, user training, and technical support. The e-mail approved products should provide the highest level of integration with other approved enterprise desktop products.

Idaho agency e-mail policy <http://itrmc.idaho.gov/psg/s2120.pdf>

Electronic mail is a tool for communication. Users are responsible for using it in an efficient, effective, and lawful manner.

Electronic mail is for official business.

Electronic mail accounts are the sole property of the state of Idaho.

Users should not expect their e-mail communications, documents, or other information to be private.

Electronic mail messages are considered state property, and may constitute official records of the state of Idaho.

Complete Idaho employee e-mail policy <http://itrmc.idaho.gov/psg/p1040.pdf>

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