

Mpumalanga Prov. Govt . Groupwise user details

E_MAIL Address Book Update.

Surname	
First names	
Male/ Female	
Job Title	
Persal No.	
Building / Location	
Department	
Office Tel. No.	
Office Fax no.	
Present Email user name	

**Mpumalanga Provincial
Government**

E-MAIL USE POLICY

**Effective date :
Immediate**

1. AUTHORITY

The Information Technology directorate shall develop, implement and maintain a coordinated provincial IT plan, including the adoption of statewide technical, coordination, and IT Policy and standards.

2. PURPOSE

To establish an Email Use Policy for the Mpumalanga Provincial Government.

3. SCOPE

This applies to all Mpumalanga Provincial Government Departments or other government organization receiving, expending or disbursing government funds

The Accounting Officer shall be responsible for ensuring the effective implementation of Information Technology within each department.

4. POLICY

The policy establishes that each department shall ensure that each Email user within the department

1. Receives proper instruction and / or training before using Email, which includes the Provincial Internet Use Policy, and departmental specific policies, standards and procedures related to Internet Use.
2. Acknowledges and signs an Email User Consent Form prior to utilizing Email. (See Attachment A) (User Sign –On Screens may be used in lieu of the signed Consent Form).
3. Utilizes encryption routines for Email documents and respective attachments sent over the Internet, which may be considered private or confidential, and which if intercepted would place the state in a position of liability and possible violation of any law.
4. Reports known Email use violations to Information Technology.
5. Acknowledges that the Mpumalanga Provincial Government reserves the right to monitor and log Email use by any user, without notice.
6. Acknowledges that the Mpumalanga Provincial Government reserves ownership of all Email Communications and file attachments, residing on the Provincial Government Email systems.
7. Retains, preserves, and/ or disposes of Electronic Mails (E-mail) and respective attachments in accordance with Library, Archives and Public Records requirements.
8. Acknowledges that the immediate Supervisor has the right to monitor Electronic messages
9. Does not intercept or attempt to intercept any Electronic Mails a user is not authorized or intended to receive.
10. Does not use unauthorized anonymous and pseudonymous addresses for Electronic Emails.

11. Does not alter the content of an Electronic Mail message originating from another person or computer with intent to deceive.
12. Does not misrepresent or forge the identity of the sender or the source of an electronic mail message.
13. Acknowledges that any abuse of Electronic Mail may be cause for dismissal or discipline.

14. Acknowledges that willful introduction of viruses to Mpumalanga Provincial Govt Information Technology systems may be cause for dismissal or discipline.
15. Does not negligently or intentionally act in a manner leading to the disruption of or damage to the Province's electronic mail systems and its information.
16. Does not knowingly send or receive email that:
 - a. Disrupts, obstructs, or burdens network resources for non-business purposes (i.e. chain letters);
 - b. Utilizes the Email for illegal purpose;
 - c. Conducts any gambling, betting or gaming activity;
 - d. Violates or infringes on the rights of any other person;
 - e. Contains defamatory, false, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise bias, discriminatory, or illegal material; or
 - f. Violates any applicable laws and regulations prohibiting sexual harassment.

Email User Consent

I have read and understand the Mpumalanga Provincial Government Email Use Policy. I agree to comply with all of the terms and conditions of this policy. I understand and agree that my immediate Supervisor reserves the right to monitor and log all network and Internet activity, including E-mail, without notice. I have no expectation of privacy in the use of these resources. Further, I understand and agree that all network and information systems activity conducted with Government /department resources, is the property of the Mpumalanga Provincial Government.

Signed: _____

Date: _____

LIABILITY

Neither the Mpumalanga Provincial Government, nor the _____ (Department Name), make warranties of any kind whether express or implied, for the use of the Email system or electronic information resources. Additionally, neither the Mpumalanga Provincial Government nor the department indicated above is responsible for any damages, whatsoever, that employee may suffer arising from or related to the use of Email or electronic information resources.