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10 APR 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: State of Hawaii, Department of Defense, Electronic Mail Policy

1. The State of Hawaii, Department of Defense, provides its employees (employee-users) with electronic mail communications. The primary purpose of the electronic mail system is to expedite necessary business communications between two or more individuals. As such, the use of electronic mail is for the departmental business purposes. Use of e-mail is a privilege and may be revoked at any time. Use of the department's various e-mail systems constitutes acceptance of this policy.
2. All employee-users must first be authenticated through a departmental-assigned network username and password. The username and password are the responsibility of the individual to whom it is assigned. Any authorized use of the username and password by other individuals (i.e., family members) to gain access to the departmental network and Internet makes that user responsible for any and all actions of the individuals.
3. An electronic mail "account" is assigned to each employee-user. Any communication sent from that account is the responsibility of the employee-user assigned to the account. Employee-users are prohibited from allowing other individuals to send electronic mail from their account and may not use another account to send e-mail communications for their own purposes. You should not expect that electronic mail communications made through the department's system are confidential. Although you will be given a username and password, this does not insulate transmission from employer review.
4. As stated previously, the use of electronic mail through the department's network systems is primarily for business purposes. Incidental personal use of the electronic mail system is permitted. However, the personal use of e-mail should not interfere with department's operations, nor should it cause any harm or embarrassment to the State of Hawaii, Department of Defense. Any personal use of e-mail is expected to be on the employee-user's own time and is not to interfere with the person's job responsibilities.

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5. At any time and without prior notice, management reserves the right to examine e-mail, personal file directories, and other information stored on the department's computers. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists with the management of the State of Hawaii, Department of Defense, information systems. Use of any of the department's electronic mail system constitutes acceptance of such monitoring.
6. This policy should be read and interpreted in conjunction with all other departmental policies including, but not limited to, policies prohibiting harassment, discrimination, offensive conduct, or inappropriate behavior. Employee-users are prohibited from using electronic mail for any unethical purposes, including but not limited to, pornography, violence, gambling, racism, harassment, or any illegal activity. Employee-users are forbidden from using profanity or vulgarity when posting electronic mail. Employee-users are also prohibited from using electronic mail through departmental network systems for any other business or profit-making activities. Disclosure of any confidential information through electronic mail to any party not entitled to that information is prohibited.
7. Employee-users are prohibited from entering into any contracts or agreements on behalf of the department through electronic mail. Any such contracts or agreements must be executed through normal channels and must be expressly authorized by management. In general, employee-users should exercise the same restraint and caution in drafting and transmitting messages over the electronic mail as they would when writing a memorandum and should assume that their message will be saved and reviewed by someone other than the intended recipients.
8. Employee-users are prohibited from sending electronic mail to all other employee-users through the use of the "Everyone" address group, unless expressly authorized by management to do so. Excessive use of this address group strains the network.
9. Employee-users may be authorized to transmit or receive electronic mail to and from individuals through the Internet (outside of department's network). Employee-users should take extreme caution when using the e-mail in this manner. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into our networks. It is mandatory that you comply with copyright and trademark laws when downloading materials from the Internet. To obtain detailed information regarding the obligations and responsibilities of employee-users while communicating through the Internet, please refer to the department's Internet Code of Conduct Policy.
10. Employee-users are expected to be knowledgeable of these and all policies of the department regarding e-mail usage. Any questions should be directed to the Information System Manager of your division/office. Violations of this or any other policy subjects the employee-user to

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immediate revocation of system privileges and may result in disciplinary action, up to and including termination. Any information included in e-mail communications becomes the property of the State of Hawaii, Department of Defense, and is subject to monitoring for compliance with all departmental policies. If you have any questions about this policy, please contact Colonel Joseph J. Chaves, Personnel Officer, at (808) 733-4118.



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Major General, HIARNG

Adjutant General

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Note: This policy is applicable to all departmental employees, with the exception of employees covered under the United Public Workers collective bargaining agreements. UPW employees should inquire with their union representative for guidance regarding Electronic Mail Policy.