

SECTION: 1. GENERAL

SUBJECT: ELECTRONIC MAIL POLICY

Subject: Appropriate use for electronic mail

Background: Idaho's Department of Administration issues various directives related to state employees' use of technology through its *Idaho Technology Authority* (ITA).

Rules / Authority: ITA is authorized by Idaho statute, Title 67, Chapter 57.¹ ITA's directives are relevant to Lewis-Clark State College because of the definition included in the statute.²

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: 3/14/19

Date of State Board Approval: NA

Date of Most Recent Review: March 2019

Summary of Major Changes incorporated in this revision to the policy: Reviewed with no changes. Relevant websites include:

Description of ITA: (<http://ita.idaho.gov/council.html>)

List of ITA policies: (<http://ita.idaho.gov/resources.html>)

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 use electronic mail and calendaring software that is compatible.

¹ 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.

² 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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[Idaho agency e-mail policy](http://ita.idaho.gov/psg/s2120.pdf) (http://ita.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 college 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://ita.idaho.gov/psg/p1040.pdf) (http://ita.idaho.gov/psg/p1040.pdf)
