

THE OFFICE OF THE GOVERNOR

EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE

EXECUTIVE ORDER NO. 2005-22

ESTABLISHING STATEWIDE POLICIES ON COMPUTER, INTERNET AND ELECTRONIC MAIL USAGE BY STATE EMPLOYEES

WHEREAS, computers, the Internet and electronic mail are powerful research, communication, commerce and time-saving tools that are made available to state employees; and

WHEREAS, use of these effective communication tools is critical and there is the potential for computers, the Internet and electronic mail to be used for inappropriate purposes; and

WHEREAS, perceptions and actions are important and state employees must constantly be aware of how their actions are perceived by the public.

NOW, THEREFORE, I, DIRK KEMPTHORNE, Governor of the State of Idaho, by the authority vested in me under the Constitution and laws of this state do hereby order:

All state employees shall observe the following policies for use of computers, the Internet and electronic mail:

1. Users of the Internet and electronic mail are to comply with all appropriate laws and regulations;
2. The primary purpose of the Internet and electronic mail is to conduct official state business. Occasionally, employees may use the Internet and electronic mail for individual purposes on their personal time, if such use does not violate the terms and conditions of this policy;
3. Users should identify themselves properly when using the Internet and electronic mail, conduct themselves professionally, as representatives of Idaho State Government, and be aware that their activities reflect on the reputation and integrity of all state employees;
4. Each user is individually responsible for the content of any communication sent using electronic mail or placed on the Internet;
5. All employees have a responsibility to ensure a respectful workplace. State equipment shall not be used to visit Internet sites that contain pornographic or sexually explicit information, images, or cartoons;
6. Exceptions to this executive order are only allowed when pre-approved in writing by appointed authorities when deemed necessary for official state business, research or investigatory work;
7. It is unacceptable for state employees to:
 - a) Create or distribute defamatory, false, threatening, racially offensive, discriminatory or illegal material;
 - b) View or distribute obscene, pornographic, profane, or sexually oriented material;
 - c) Violate laws, rules, or regulations prohibiting sexual harassment;
 - d) Encourage the use of controlled substances;
 - e) Engage in any unauthorized activities for personal financial gain;
 - f) Place advertisements for commercial enterprises, including but not limited to goods, services or property;

- g) *Download, disseminate, store or print materials including articles and software in violation of copyright laws;*
- h) *Violate or infringe on the protected rights of others;*
- i) *Conduct business unauthorized by the department;*
- j) *Restrict or inhibit other users from using the system or the efficiency of the computer systems;*
- k) *Intentionally cause congestion or disruption of networks or systems;*
- l) *Transmit incendiary statements, which might incite violence or describe or promote the use of weapons;*
- m) *Conduct political activity; or*
- n) *Use the system for any illegal purpose.*

Disregard for the policies or other improper use of the Internet may result in cancellation of a person's access and/or disciplinary action, up to and including dismissal;

Internet and electronic mail may be subject to monitoring;

The above policies are the minimum standards for using computers, the Internet and electronic mail. Individual state agencies may implement more restrictive policies as long as those policies are consistent with those developed by the Governor's Information Technology Resource Management Council (ITRMC). This Executive Order shall cease to be effective four years after its effective date.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 10th day of November in the year of our Lord two thousand and five, and of the Independence of the United States of America the two hundred thirtieth and of the Statehood of Idaho the one hundred sixteenth.

DIRK KEMPTHORNE
GOVERNOR

BEN YSURSA
SECRETARY OF STATE