

3. ELECTRONIC MAIL

Electronic mail services are provided to users for the sole purpose of accomplishing tasks related to and consistent with business. The DOE electronic mail systems and services are the Department's facilities, resources and property. Any electronic mail address or passwords assigned by DOE to users, remains the property of DOE.

The standard mail template, which is included in the DOE's standard software loadset, must be used and must not be modified. Personnel must not modify the security parameters within the mail template, create new mail templates, modify existing mail agents, or create new mail agents. Mail agents that are used to forward mail to external mail sources, such as the Internet, are prohibited. Those people making unauthorised changes to the mail template or using mail agents that adversely affect DOE's mail system are in violation of this policy.

In order to protect the Department's image, users must, at all times attach the official Department's disclaimers. Users must not remove the disclaimer from their emails.

3.1 Prohibited Use

3.1.1. Using any business tool owned by DOE for illegal activities is strictly prohibited. Illegal activities may include, but are not limited to obscenity, pornography, sexual harassment, threats, theft, attempting unauthorised access to data or attempting to breach any security measures on any electronic communications system; attempting to intercept any electronic communication transmissions without proper authority and use in violation of copyright, trade mark or defamation law.

In addition to illegal activities, the following electronic mail practices are expressly prohibited: entry, examination, use, transfer or tampering with the accounts and files of other users unless appropriately authorised or otherwise; altering electronic mail system software or hardware configurations; or interfering with the work of DOE or other users or other computing facilities.

Personal electronic mail shall not represent or give the impression that the User is representing, giving opinions or otherwise making statements on behalf of DOE, unless expressly authorised to do so.

DOE's electronic mail services must not be used for purposes that could reasonably be expected to cause, directly or indirectly, strain on any computing facilities or interference with other Users use of electronic mail or electronic mail systems.

Limited personal use is permitted; refer to section 2.5 for further details.

4. INTERNET USE

Access to the Internet is not intended for everyone. Access will be granted on the basis that access will assist users in the execution of their daily tasks and that the potential business benefits outweigh the risks and costs. Access to the Internet via the Department equipment can only be used for business related to the Department and must not be used for illegal, improper or illicit purposes.

4.1 Prohibited Use:

Users are prohibited from accessing objectionable or improper material on the Internet, which includes but is not limited to, information of a harassing, discriminatory or obscene nature, pornography, hate related information about race, age, disability, religion, political persuasion or sexual preferences

Users must not, through the use of the Internet -

- 4.1.1. Access or download resources which are not used for clear business purposes;
- 4.1.2. Access or download resources of any kind for which there is a fee, without prior approval of DOE management e.g. shareware, trial software.
- 4.1.3. Compromise information belonging to DOE;
- 4.1.4. Copy, install or utilise any software or data files in violation of applicable law, copyrights, trade mark rights or license or other agreements;
- 4.1.5. Submit material for publication unless it is the copyright of DOE. Note that any material published may be subject to different rules in different countries governed by the Internet;
- 4.1.6. Cause or allow any agent or process to run which will automatically download data from, or upload data to, the Internet;
- 4.1.7. Set up any Internet services (such as WWW, Telnet or FTP) within the DOE network without prior discussion with DOE management;
- 4.1.8. Assign or configure any IP addresses to any device without the express authority of DOE;
- 4.1.9. Download any programs or executable software from the Internet onto the computer equipment nor install any such programs or executable software on the computer equipment;
- 4.1.10. Access the Internet through any other means, other than DOE's provided methods.
- 4.1.11. Store passwords in file transfer and other utilities
- 4.1.12. A User may not establish a dial-up connection (via a modem) to the Internet from a workstation.
- 4.1.13. The theft of a laptop or any desktop item must be reported to the police and a case number must be obtained. The loss of equipment must also be reported to the IT officer and the asset manager.

Limited personal use is permitted; refer to section 2.5 for further details.

5. DISCIPLINARY ACTION

Non-compliance, violation and disregard of this policy shall result in disciplinary action and sanction against the employee concerned, and such sanction may guide, depending on the circumstance and the gravity of the transgression, termination of one's contract of employment. In the event of the Department incurring a financial loss as a result of non-compliance, violation and/or disregard of this policy, the Department shall be entitled to institute legal proceedings to recoup the loss it has incurred from the concerned user, and this shall be in addition to the disciplinary action the Department would have taken against the said employee.

6. LEGISLATIVE FRAMEWORK

Electronic Communication and Transaction Act No 25 of 2002
Copyright Act No 98 of 1978

APPENDIX A

The following is a list of approved software:

- MS Office
- Winzip
- Winrar
- Adobe Acrobat Reader