

LETA		POLICY No. 17
		EFFECTIVE DATE: 03/31/05
Subject:	INTERNET, INTRANET AND EMAIL USE	REVIEW:
Source:	Executive Director	REVISION:
		REVISED:

POLICY

It shall be the policy of the Louisiana Educational Television Authority to provide Internet, Intranet and Email access to enhance the communication capabilities of LETA employees and contractors. The agency's network and electronic communications are to be used primarily for purposes related to job performance, personal records/ services related to employment, professional development and education.

PURPOSE

The purpose of this policy is to set forth rules regarding Internet/Intranet and Email to ensure that it is used in an effective, professional, ethical and lawful manner consistent with this agency's standard of conduct.

DEFINITIONS FOR USE OF THIS POLICY

1. All messages created, sent or retrieved over the Internet/Intranet and Email are LETA's property and should be considered public information that can be accessed and monitored by LETA any time.
2. Misuse of Internet/Intranet and Email access is the use of such access by an employee that impairs the employee's ability to carry out their assigned duties and/or is not related to the mission of LETA. Further examples of misuse would include, but are not limited to: access of pornographic or sexually explicit sites, the use of email to transmit comments or statements on political issues that may be mistaken to be representative of the views of LETA or its Board of Directors, the use of the Internet for personal economic gain or profit unrelated to their status as a state employee. (This does not include accessing your LA Deferred Compensation account, Civil Service and LASERS websites). Also included are uploading, downloading, distributing or possessing pornography, operating or participating in pyramid schemes or chain letters degrading a person or group of persons, interfering with the proper functioning of the system, using the network for illegal activities or engaging in mass mailings known as "spamming".
3. LETA will allow incidental personal use of computers, electronic communications and the Internet will be permitted so long as such use does not interfere with the employee's job duties and performance, with system operations, or with other users. Personal use of computers and the Internet must not occur in common areas (as defined in PP No. 5-almost any area other than a private office) during normal agency work hours, 8a.m. – 5 p.m.

APPLICABILITY

This policy applies to all LETA employees and contractors.

RESPONSIBILITIES

It is the responsibility of all employees to follow the rules and adhere to the established procedures set forth in this policy. It is also the responsibility of the Executive Director or her designee to ensure that department heads have their employees adhere to this policy. The department heads shall be responsible for assuring that each employee, contractor, or agent current and new, is made aware of this policy and its contents as well as forthcoming revisions.

VIOLATION OF POLICY

Violation of this policy may be considered cause for disciplinary action, which may include suspension and/or dismissal.