

Appendix 2.

Sample Memo for New Account Holders

MEMORANDUM

TO: Network Account Holder

FROM: Leslie Fuentes, Director of Information Technology

DATE: Month XX, 20XX

SUBJECT: Establishment of Your Internet Account

As an Internet, network and e-mail user you are subject to all laws, regulations and policies regarding network access and use. **Read the policy carefully, which is available on the Internet.** As a reminder:

Your account is to be used for **your agency's business purposes only** unless in accordance with personal use provisions as contained in the general policy on Internet use.

Treat the Internet as a formal communication tool just as you would the telephone, radio, video and written communications media. You are directly responsible and accountable for your actions and communications using the Internet.

At all times be respectful and responsive when communicating.

Understand that E-mail messages and any other transfer of information via the Internet must adhere to Virginia Public Records Laws relating to disclosure and retention of information. You are responsible for keeping hard copies of e-mail communications that would normally be sent in writing.

Do not share your password with anyone.

Learn the etiquette of the Internet regarding E-Mail, Newsgroups and List servers.

Do not pass on jokes, pictures or other potentially offending items.

Get training if you need it and stay current with new tools.

The use of a city Internet or e-mail account is a privilege granted to enhance the ability of users, increase their productivity and provide opportunities for professional growth. As a privilege, it must be understood and used with these goals in mind. Improper use will result in the cancellation of the Internet account and may lead to disciplinary action. Information Technology will generate periodic reports to audit account usage, determine continued need or advantage of the account, or evaluate benefits.

Once you have reviewed the policy, contact Information Technology if you have any questions.