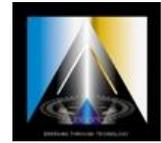




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NN-06 Email Acceptable Use Policy

Policy Owner	Navajo Nation Department of Information Technology.
Policy Approver(s)	Navajo Nation Council
Related Policies	Navajo Nation Personnel Policies Manual
Related Procedures	DIT Service Level Agreements (SLAs)
Storage Location	Department of Information Technology (DIT) Data Center
Effective Date	May 17, 2016
Next Review Date	May 17, 2017

Purpose

Email is a critical mechanism for business communications within the Navajo Nation Government. However, use of Navajo Nation electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of the Navajo Nation.

The objectives of this policy are to outline appropriate and inappropriate use of the Navajo Nation email systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

Scope

This policy applies to all email systems and services owned by the Navajo Nation, all email account users/holders of the Navajo Nation (both temporary and permanent), and all Navajo Nation email records.

Governing Laws & Regulations

Navajo Nation Personnel Policies Manual
 Navajo Nation Data Retention Policy

Policy Statements

1. Email access within the Navajo Nation is controlled through individual accounts and passwords. Each user of the Navajo Nation email system is required to read and sign a copy of this email acceptable use policy prior to receiving an email access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information.

2. All employees of the Navajo Nation will receive an email account. Email accounts will be granted to third-party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- Contractors

Applications for these temporary accounts must be submitted to Navajo Nation (NN) Department of Information Technology (DIT). All terms, conditions, and restrictions governing email use must be in a written and signed agreement.

3. Email access will be terminated when the employee or third party terminates their association with the Navajo Nation, unless other arrangements are made. The Navajo Nation is under no obligation to store or forward the contents of an individual's email inbox/outbox after the term of their employment has ceased.

4. The Navajo Nation often delivers official communications via email. As a result, employees of the Navajo Nation with email accounts are expected to check their email in a consistent and timely manner so that they are aware of important company announcements and updates, as well as for fulfilling business and role-oriented tasks.

5. Email users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to unsubscribe from the list, and is responsible for doing so in the event that their current email address changes.

6. Email users are expected to remember that email sent from the Navajo Nation's email accounts reflects on the Navajo Nation. Please comply with normal standards of professional and personal courtesy and conduct.

7. Email users are not to give the impression that they are representing or providing opinions on behalf of the Navajo Nation unless otherwise authorized.

8. Email users will not forward emails to accounts outside the control of the Navajo Nation.

9. Individuals at the Navajo Nation are encouraged to use email to further the goals and objectives of the Navajo Nation. The types of activities that are encouraged include:

- Communicating with fellow employees, business partners of the Navajo Nation and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

10. The Navajo Nation email systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. emailing large attachments instead of pointing to a location on a shared drive). Individual email use will not interfere with others' use and enjoyment of the Navajo Nation email system and services.

11. Email use within the Navajo Nation will comply with all applicable laws, all Navajo Nation policies, and all Navajo Nation contracts. Use in a manner that is not consistent

with the mission of the Navajo Nation, misrepresents the Navajo Nation or violates any Navajo Nation policy is prohibited.

12. The following activities are deemed inappropriate uses of the Navajo Nation email systems and services, and are strictly prohibited. Inappropriate use includes, but is not limited to:

- Use of email for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of email in any way that violates Navajo Nation policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of email accounts or files belonging to Navajo Nation or another individual without authorized permission.
- Sending of unreasonably large email attachments. The total size of an individual email message sent (including attachment) should be 25 MB or less.
- Opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing email account passwords with another person, or attempting to obtain another person's email account password. Email accounts are only to be used by the registered user.
- Excessive personal use of Navajo Nation email resources. Navajo Nation allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. Navajo Nation prohibits personal use of its email systems and services for unsolicited mass mailings, non-Navajo Nation commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

13. The email systems and services used at Navajo Nation are owned by the Navajo Nation, and are therefore its property. This gives Navajo Nation the right to monitor any and all email traffic passing through its email system. This monitoring may include, but is not limited to, inadvertent reading by IT staff during the normal course of managing the email system, review by the legal team during the email discovery phase of litigation, observation by management in cases of suspected abuse, or to monitor employee efficiency.

14. Archival and backup copies of email messages may exist, despite end-user deletion, in compliance with Navajo Nation records retention policy. The goals of these backup and archiving procedures are to ensure system reliability, prevent business data loss, meet regulatory and litigation needs, and to provide business intelligence.

- Backup copies exist primarily to restore service in case of failure. Archival copies are designed for quick and accurate access by company delegates for a variety of management and legal needs. Both backups and archives are governed by the Navajo Nation's document retention policies. These policies indicate that email must be kept for up to 7 years.

15. If Navajo Nation discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, email records may be retrieved and used to document

the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his or her email records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

16. Use extreme caution when communicating confidential or sensitive information via email. Keep in mind that all email messages sent outside of the Navajo Nation become the property of the receiver. Consider not communicating anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply All" command during email correspondence to ensure the resulting message is not delivered to unintended recipients.
17. Any allegations of misuse should be promptly reported to Department of Information Technology. If you receive an offensive email, do not forward, delete, or reply to the message. Instead, report it directly to the Department of Information Technology.
18. Navajo Nation assumes no liability for direct and/or indirect damages arising from the user's use of Navajo Nation email system and services. Users are solely responsible for the content they disseminate. Navajo Nation is not responsible for any third-party claim, demand, or damage arising out of use the Navajo Nation email systems or services.

Non-Compliance

Violations of this policy will be treated like other allegations of wrongdoing at Navajo Nation. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

Temporary or permanent revocation of e-mail access;
Disciplinary action according to applicable Navajo Nation policies;
Termination of employment; and/or
Legal action according to applicable laws and contractual agreements.

Agreement

I have read and understand the Navajo Nation Email Acceptable Use Policy. I understand that if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or company policy.

Employee Name

Employee Signature

Date