



Information Technology Department (ITD)  
Fort Peck Assiniboine & Sioux Tribes  
Policy for Internet and Email

June 2013

## **Introduction**

Since the IT department is a new department within the Fort Peck Tribes there has been no policy created to protect the Fort Peck Tribes from users accessing the computer and network systems.

The purpose of this document is to establish policy regarding access to and use of E-Mail and Internet resources within the Fort Peck Tribes (FPT) Network.

The guidelines contained in this Tribal document apply to all Tribal departments and programs utilizing the FPT Network, network telecommunications, either Wide-Area-Network (WAN) or Dial-Up, including the personnel, equipment, procedures and technologies that are employed in managing these activities.

The IT Department will develop the guidelines and/or policies for use of and access to the Tribal Information Technology (IT) resources; maintain established guidelines and policies; develop the criteria for access; and manage and oversee the overall operations of the FPT Network access. The Tribal Chairman and Council will be the final authority within the Tribes to resolve any conflicts over use of Tribal IT resources.

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## **Internet and E-Mail Security Policy**

### **Internet**

#### **Procedures**

Please fill out the Request for FPT Network Access form.

Internet access is provided to all Fort Peck Tribes (FPT) computer system users as a resource to directly facilitate their work.

Users may also make limited personal use of the Internet during non-work time as described in Fort Peck Tribes Policy for Personal Use of Information Technology Resources. Such use must not interfere with their official duties, must involve minimal impact on the tribes. No unapproved program/department Web servers will be allowed on the FPT Network.

FPTs Internet connection should not be used by telecommuters, remote users, or other employees contracted by FPT as a substitute for their own Internet Service Provider (ISP).

#### **Things to keep in mind:**

User ID's and passwords will be assigned to all users. Tribal employees/contractors may use passwords only in the performance of their official duties.

Employees/contractors may not disclose any User ID's and passwords to anyone for any reason. Employees/contractors will be held accountable for all work performed on or changes made to the system/databases under their User ID's and passwords. Employees/contractors will not allow anyone else to access any of the above designated computer systems, or through them, to any other computer system, using their User ID's and passwords.

All Internet connectivity via FPT computer systems is logged and recorded.

You must have no expectation of privacy in anything you create, store, send or receive on the Tribes computer system. Any use of FPT email, is made with the understanding that such use may not be secure, is not private, is not anonymous and may be subject to disclosure under the Freedom of Information Act (FOIA). FPT employees do not have a right to, nor shall they have an expectation of, privacy while using FPT email resources at any time.

FPT employees should be aware their emails may be subject to release pursuant to the Freedom of Information Act. To the extent that employees wish that their private activities remain private, they shall avoid making personal use of FPT email resources.

While the FPT has the capability to block access to Internet sites, we may not be able to block all non-work related or non-productive sites and in the course of blocking may in fact block some legitimate work-related web sites. Users should read the disclaimer presented when surfing to a blocked site and appropriately respond as instructed in the disclaimer.

Inappropriate or illegal activity discovered during routine audits will be forwarded to the authorities for appropriate action.

### **Non-permissible Personal Uses**

#### **Inappropriate personal use of computer resources includes:**

- Any personal use that could cause congestion, delay, or disruption of service to any tribal system or equipment. For example, continuous data streams (e.g., video or music files or Internet radio streaming) or other large file attachments can degrade the performance of the overall functionality of the FPT Network and would thus be inappropriate use.
- Using the FPT systems to launch illegal computer-based attacks or to gain unauthorized access to other systems
- The creation, copying, transmission, or retransmission of chain letters or other unauthorized mass mailings regardless of subject matter
- Using the FPT system for activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to hate speech or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation
- The creation, download, viewing, storage, copying, or transmission of sexually-explicit or sexually-oriented materials
- The creation, download, viewing, storage, copying, or transmission of materials related to illegal gambling, illegal weapons, terrorist activities, or any other illegal activities or activities otherwise prohibited by law
- Use for commercial purposes or in support of “for-profit” activities or in support of other outside employment or business activity (e.g. consulting for pay, sales or administration of business transactions, sale of goods or services)

- The unauthorized acquisition, use, reproduction, transmission, or distribution of any controlled information including computer software and data, that includes privacy information, copyrighted, trademarked, or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data.

## **E-Mail**

### **Overview**

FPT e-mail is provided for use to accomplish day-to-day business activities. Whenever possible the user should limit the distribution of e-mail to the smallest group possible in order to eliminate unnecessary network congestion.

### **Procedures**

- Users may send and receive short text messages with no enclosures for non-business purposes. The Fort Peck Tribes requests that personal e-mail not be read in the office and that any personal e-mail you receive be forwarded to a non-business account to be viewed at your leisure
- Users will not open attachments from unknown senders, with suspicious or known suspect file extensions, or from known senders in which the subject line or content appears to be inappropriate for the existing relationship.
- Authorized FPT e-mail users are not permitted to forward FPT e-mail or attachments to personal accounts managed by public e-mail or Internet access service providers where the information might be compromised.
- Users are not authorized to use the e-mail system to send FPT sensitive and privacy information to non-FPT, non-Departmental, or personal e-mail account or via the Internet where information might be intercepted. Sensitive or privacy information must be appropriately encrypted if it is transmitted via e-mail.
- All FPT electronic communications are tribal property. FPT officials may access messages whenever there is a legitimate official purpose for such access.
- All email accounts maintained on the FPT email systems are property of the Fort Peck Tribes. Passwords should not be given to other people and should be changed every 90 days.

- FPT will automatically deactivate and possibly delete any e-mail accounts not used for a period of 60 days. Deletion will occur after verifying the validity of each account.
- Avoid sending confidential information by e-mail. If you do, you must secure the information by including it in a Microsoft Word or Excel file and protecting it with a password. Then provide the recipient with the password by means of other communication, for instance by telephone.

## **Disclaimer**

The following disclaimer will be added to each outgoing email:

*'This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Fort Peck Tribes. Finally, the recipient should check this email and any attachments for the presence of viruses. The FPT accepts no liability for any damage caused by any virus transmitted by this email.'*

## **Responsibilities**

**Fort Peck Tribes users are responsible for:**

- Honoring acceptable use policies of networks accessed through Fort Peck Tribes Internet and e-mail services.
- Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
- Following copyright laws regarding protected commercial software or intellectual property.
- Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of the Fort Peck Tribes network resources.
- Not overloading networks with excessive data or wasting the Fort Peck Tribes other technical resources.

## **Violations**

Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above use regulations, that user will receive a reprimand from his or her supervisor and his or her future use will be closely monitored.

If a gross violation has occurred, management will take immediate action. Such action may result in losing Internet and/or Email privileges, severe reprimand, or termination of employment at the Fort Peck Tribes.

### **Questions**

If you have any questions or comments about this Policy, please contact the IT Department, 406-768-8183.



## Fort Peck Tribes Internet and E-mail User Agreement

Your signature indicates that you have read the Fort Peck Tribes Internet and E-Mail Security policy. Your signature does not mean that you agree with each and every condition of the policy. However, it does indicate that you will abide by the regulations set forth in the above policy.

Print Name \_\_\_\_\_

Department or Program \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

FPT Directors will keep a copy in their department's personnel files.  
FPT Directors will return this signed page to the IT department.