



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 6/6/2017

Subject: Electronic Mail (Email) Access and Use

Section: FDJJ – 1220

Originating Office: Administrative Services

Authority: Chapter 815, F.S., Computer Related Crimes; Section 112.313 (6), F.S.; Chapter 257, F.S.; Chapter 119, F.S. Section 985.04(7), F.S., Section 985.0(7)(a), F.S.
Florida Administrative Code, Rule 71A-1, Information Resource Security Standards and Guidelines; State of Florida Employee Handbook, Department of Management Services
Florida Department of State General Schedule for State Government Agencies GS1-S

Related References: FDDJJ – 1205.30, Information Resource Security Standards and Guidelines
Chapter 119, F.S.

Purpose: This policy establishes guidelines for acceptable use of the Department's email resources. It identifies inappropriate uses and sets standard to prevent improper use of email resources, thereby mitigating security risks.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice (DJJ) and applicable service providers.

POLICY STATEMENT:

- All Department employees and applicable providers shall comply with Department guidelines regarding acceptable and prohibited uses of the Department's email resources.
- All Department employees and applicable providers shall comply with Florida Statutes regarding confidential/exempt information.
- All Department employees and applicable providers shall be responsible for email security and integrity, to the degree his or her job requires the use of the email system.
- Department employees shall have no right to personal privacy for any material created, stored in, received, or sent over the Department's email system.
- All Department employees shall ensure email and other public records in their custody are maintained in accordance with established retention periods.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.