

To All Government e-mail users:

Please note that it is a violation of the Government e-mail/Internet Policy to circulate messages of any sort that are not directly related to Government business.

Furthermore, if there is need to circulate information at a general level then the request should be directed to the Department of Communication **and** Information who will review the request and circulate the information in the official manner.

Michael Oatley
Director, ITO.

Internet Policy Statement

Version 2 – 10 March, 2000

As part of the Bermuda Government commitment to the utilization of Information Technology, many employees have access to the Internet and e-mail. In order to ensure compliance with copyright laws, and protect the Government and Government data from the threat of viruses or hacking the following policy is put into effect.

Definitions: For the purposes of this policy:

- **Internet** - means use of the Internet for accessing information and services as well as e-mail.
 - **Network** – means the logical Bermuda Government Network; any device that is owned by the Bermuda Government and/or used for Government business whether or not it is physically connected to the Government Network.
1. It is Bermuda Government policy to limit Internet access to official business. Use of the Internet shall be consistent with the goals of the Bermuda Government. Use of the Internet for personal gain or profit is prohibited. All messages shall be appropriate to Government business. Messages including profane, hate, racial, religious or sexual slurs are prohibited. Accessing pornographic or gambling information and sending messages with this sort of content is prohibited. The introduction of viruses, or malicious tampering with any computer system is expressly prohibited.
 2. Employees using Bermuda Government e-mail accounts are acting as representatives of the Bermuda Government. As such, employees should act accordingly so as not to damage the reputation of the Bermuda Government.
 3. Employees shall respect the privacy of other users and shall not access, modify, share or copy passwords. Employees shall not access data or files belonging to another employee without

permission.

4. Downloaded files from the Internet must be scanned with virus detection software before installation or execution. All appropriate precautions should be taken to detect for a virus and, if necessary to prevent its spread.
5. The truth and accuracy of information on the Internet and in e-mail received over the Internet should be considered suspect until confirmed by a separate or other reliable source. Information or data received that has been subject to the guidelines set down in the E-Commerce Code of Conduct can be trusted.
6. Employees shall not place Bermuda Government information or data, including internal correspondence, on any publicly accessible Internet computer without permission from the owner of the information or data.
7. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet is always at risk of detection by a third party. Employees must exercise caution and care when transferring such material in any form.
8. Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.
9. Official Government business conducted over the Internet must be printed in hardcopy and filed accordingly. There is no provision, as yet, for a digital archive.
10. Employees will be granted authority to the Internet by the Head of Department. The Internet Service will be made available by the Director of ITO on the express permission of the Head of Department. The Director of ITO will decide on the best method from a technology and security standpoint to make the service available.
11. Alternate Internet Service Provider connections to the Bermuda Government network are not permitted unless expressly authorized by the Minister of Telecommunications & E-commerce through the Director of ITO and properly protected by a firewall or other appropriate security measures.
12. If access to the Internet is provided by some means other than the Bermuda Government network then Departments will pay for the service directly from their budget.
13. The Bermuda Government reserves the right to inspect any computer connected to the Government Network or belonging to the Bermuda Government for violations of this policy.
14. Any employee who does not comply with this policy is liable to lose Internet privileges and/or be subject to disciplinary actions.

This policy replaces the Internet Policy Statement Version 1 – 23 May 1996. Any questions on this policy may be directed to the Director of ITO.

Additional Information:

ITO Spam Tips

ITO is currently investigating various anti-spam products to help reduce spam on the Bermuda Government email systems. However, no product can completely eliminate spam. Below are some useful tips that will help you reduce the amount of spam that you receive at work and home:

1. Do not respond to suspicious spammed emails. A response only confirms the accuracy of your email address, and may result in even more messages filling up your In-box.
2. If you are suspicious, do not click on the link asking to be taken off the sender's list, as the senders often use that as a ploy to confirm the recipient's address, resulting in even more spammed email.
3. Never submit your credit card details or other personal information to non-secure Web sites (there should be a locked padlock icon that appears in yellow, or in a yellow box, on the bottom bar of the order form Web browser).
4. Do not send your email address through chat rooms, instant message services or Internet bulletin boards and newsgroups.
5. Do not forward chain email. This special type of email is considered spam. It is unsolicited, intrusive and may clog up email servers and slow down Internet traffic.

North American online users said more than one-third of their e-mail is junk mail, with the average consumer getting bombarded with 110 unwanted e-mail messages every week. - Forrester Research

More than 13 billion unwanted e-mail messages swamp the Internet per day, worldwide - Ferris Research, San Francisco

The number of daily spam messages is doubling roughly every 18 months - Radicati Group, a Palo Alto, CA

Spam emails accounted for more than 40 percent at the end of 2002... spam could soon represent 90 percent of all e-mail - Machine Learning and Applied Statistics group at Microsoft Research