November 2, 2010

To: School of Medicine Faculty, Staff, and Trainees

From: Paul G. Ramsey, M.D.
CEO, UW Medicine
Executive Vice President for Medical Affairs and
Dean of the School of Medicine,
University of Washington

Re: Use of State Resources – Email and Internet Use

This is a reminder that all School of Medicine faculty, staff, and trainees must comply with State law and University policies that govern the appropriate use of state resources when using a University account to send personal email or to access the internet. University employees may engage in de minimis personal use to send email or for internet use which is defined as brief and infrequent, with little or no cost to the State, does not interfere with work, and does not compromise the security or integrity of state property, information, or software. (For examples of allowed email and internet use, see APS 47.2.1.) However, sending email or using the internet for the following activities is prohibited:

1. conducting an outside business for private financial gain;
2. political or campaign activities;
3. commercial uses such as advertising or selling products;
4. lobbying that is unrelated to official duties;
5. soliciting for an outside group unless authorized by law or University policy; and
6. other activities that violate University, state, or federal laws, rules, or policies, or the rights of any third party.

(See APS 47.2.3a.)

As required by the UW Medicine Policy on Professional Conduct, all School of Medicine faculty, staff, and trainees should also demonstrate professionalism in their internet use and email communications. Activities that would violate University policies include accessing websites or sending email that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity.

Finally, School of Medicine faculty, staff, and trainees are reminded that there should be no expectation of privacy when using a University account to send email or to visit internet websites. Email communications and internet use may be subject to disclosure under the Public Records Act or for audit purposes. See APS 47.2.2.

For additional information, see APS 47.2 Personal Use of University Facilities, Computers, and Equipment by University Employees, http://www.washington.edu/admin/rules/APS/47.02.html.

cc: Johnese Spisso

Paul G. Ramsey, M.D.