



# Management of Information Systems

February 2016

## Spirit Lake Tribe Policy for Internet and E-Mail Security



**SPIRIT LAKE TRIBE  
RESOLUTION NO. A05-16-117**

**COPY**

**WHEREAS**, the Spirit Lake Tribe of Indians is a federally recognized Indian tribe acting under a revised constitution dated May 5, 1060, approved by the Acting Commissioner, Bureau of Indian Affairs, July 14, 1961, and as subsequently amended which amendments were approved by the Commissioner, Bureau of Indian Affairs, and August 16, 1996; and

**WHEREAS**, the Constitution of the Spirit Lake Tribe generally authorizes and empowers the welfare and benefit of the Tribe and of the enrolled members thereof; and

**WHEREAS**, the Spirit lake Tribal Council, (hereinafter the Tribal Council) is the governing body of the Tribe and is empowered to administer the economic resources, natural and cultural resources and financial affairs of the Tribe; and

**WHEREAS**, the Tribal Council reviewed the revised Spirit Lake Tribe Policy for Internet and E-Mail Security, submitted by Marshall Demarce, MIS Director; and

**WHEREAS**, the The policy amendments includes: Social Media overview and procedures and E-Mail procedures. The revisions are to provide a guidance for employee uses of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletter online forums, social networking sites, and other sites and services that permit users to share information with others; and

**NOW THEREFORE BE IT RESOLVED**, that the Spirit Lake Tribal Council hereby approves by executing this resolution the approval of the revised policy as submitted by the Director.

**CERTIFICATION**

I, the undersigned as Secretary-Treasurer of the Tribal Council, do hereby certify that the Tribal Council is composed of six (6) members of whom six (6) were present, constituting a quorum for a Special Meeting duly called and convened on this 28<sup>th</sup> day of January, 2016 and approved this resolution by an affirmative vote of four (4) in favor, none (0) opposed, none (0) abstaining, and none (0) absent. (The Secretary-Treasurer does not vote and the Chairman votes only in case of a tie.)



**Nancy Greene-Robertson  
Secretary-Treasurer**



**Myra Pearson  
Chairperson**

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

## **Internet**

### **Procedures**

Please fill out the Request for SLT Network Access form.

Internet access is provided to all Spirit Lake Tribe (SLT) computer system users as a resource to directly facilitate their work.

All Internet routers used by SLT departments/programs, whether they access through wired or wireless (Wi-Fi), will be configured with a password in order to access routers for configuration. All Internet access through Wi-Fi or wireless routers will have the Wireless Security activated and configured with a password or passphrase. All SLT routers will have the wireless (Wi-Fi) section configured for Timed Access.

Users may also make limited personal use of the Internet during non-work time as described in Spirit Lake Tribe Policy for Personal Use of Information Technology Resources (policy in progress). Such use must not interfere with their official duties, must involve minimal impact on the tribe. No unapproved program/department Web servers will be allowed on the SLT Network.

SLT's Internet connection should not be used by telecommuters, remote users, or other employees contracted by SLT 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 SLT computer systems is logged and recorded.**

You must have no expectation of privacy in anything you create, store, send or receive on the Tribe's computer system. Any use of SLT 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). SLT employees do not have a right to, nor shall they have an expectation of, privacy while using SLT email resources at any time. SLT 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 SLT email resources.

While the SLT 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 SLT Network and would thus be inappropriate use.
- Using the SLT 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 SLT 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.

## **Social Media**

### **Overview**

This section provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others.

### **PROCEDURES**

The following principles apply to professional use of social media on behalf of Spirit Lake Tribe as well as personal use of social media when referencing Spirit Lake Tribe.

- Tribal Programs need to get SLT Council approval to engage in the social media of Facebook and others when providing information to its customers and SLT members.
- Employees need to know and abide by to the Spirit Lake Tribe’s Employee Handbook, and other Tribal policies when using social media in reference to Spirit Lake Tribe.
- Employees should be aware of the effect their actions may have on their images, as well as Spirit Lake Tribe’s image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that Spirit Lake Tribe may observe content and information made available by employees through social media.

Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Spirit Lake Tribe, its employees, or members.

- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, slanderous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized Spirit Lake Tribe spokespersons.
- If employees find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Respect your audience. Don't use ethnic slurs, discriminatory remarks, personal insults, obscenity, or engage in any similar conduct that would not be appropriate or acceptable in Spirit Lake Tribe's workplace.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use should not interfere with employee's responsibilities at work. Spirit Lake Tribe's computer systems are to be used for business purposes only. When using Spirit Lake Tribe's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, Spirit Lake Tribe blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that Spirit Lake Tribe's Employee Handbook, and other Tribal policies may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with Spirit Lake Tribe, a disclaimer should be used, such as this: **"The postings on this site are my own and may not represent Spirit Lake Tribe's positions, strategies or opinions."**
- It is highly recommended that employees keep Spirit Lake Tribe related social media accounts separate from personal accounts.

## E-Mail

### Overview

SLT 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 Spirit Lake Tribe 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.
- All Tribal Employees will be set up with an SLT email account ([user@spiritlakenation.com](mailto:user@spiritlakenation.com)). SLT email accounts will not be used for subscription services, unless work related, or with personal social media applications.
- SLT employees are prohibited from sharing any confidential or protected information that belongs to Spirit Lake Tribe. SLT employees are strongly encouraged not to share derogatory information that places SLT or coworkers in a negative light.
- 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 SLT e-mail users are not permitted to forward SLT 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 SLT sensitive and privacy information to non-SLT, 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 SLT electronic communications are tribal property. SLT officials may access messages whenever there is a legitimate official purpose for such access.
- All email accounts maintained on the SLT email systems are property of Spirit Lake Tribe. Passwords should not be given to other people and should be changed every 90 days.

- SLT 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 Tribe. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.'*

## **Responsibilities**

### **Spirit Lake Tribe's users are responsible for:**

1. Honoring acceptable use policies of networks accessed through Spirit Lake Tribe's Internet and e-mail services.
2. Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
3. Following copyright laws regarding protected commercial software or intellectual property.
4. Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of the Spirit Lake Tribe's network resources.
5. Not overloading networks with excessive data or wasting the Spirit Lake Tribe's 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 E-Mail privileges, severe reprimand, or termination of employment at the Spirit Lake Tribe.

## **Questions**

If you have any questions or comments about this Policy, please contact the MIS Department, 766-1750, 766-1751, or 766-1752.

## **Spirit Lake Tribe User Agreement**

Your signature indicates that you have read the Spirit Lake Tribe's 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.

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**Print Name**

**Department or Program**

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**Signature**

**Date**

Please return this signed page to the MIS department personnel