

State of Illinois  
Department of Children and Family Services

**ELECTRONIC MAIL COMMUNICATION AND DISTRIBUTION CERTIFICATE OF UNDERSTANDING**

- 1) I acknowledge that I have read Administrative Procedure #20, Electronic Communication and Distribution, and that I am responsible for abiding by the policies contained, therein.
- 2) I understand that the use of computer equipment, software and the electronic mail system is for State of Illinois business only.
- 3) I understand that unauthorized transmittal of confidential information via the electronic mail system is prohibited.
- 4) I understand that only non-confidential information may be transmitted across the Internet (outside the Department's Outlook E-mail system) and that I may never use specific names of wards (except as approved in writing by the Director or Chief Legal Counsel for purposes of automated E-mail reminders of juvenile court hearings and case reviews), perpetrators, witnesses, or any other persons served by the Department in an Internet E-mail message, listed in conversation in a "chat room," or otherwise referenced in any Internet communication.
- 5) I understand that, in order to maintain confidentiality, the Department prohibits transferring or downloading any confidential information onto personal computers or email.
- 6) I understand that information obtained via a SACWIS search shall not be transmitted using the Internet or contained in an Internet E-mail message, listed in conversation in a "chat room," or otherwise referenced in any Internet communication.
- 7) I understand that electronic mail records are considered Department business records subject to Federal and State freedom of information laws and official State of Illinois record retention rules.
- 8) I understand there is no expectation of privacy in any E-mail, Internet or SACWIS search document I create, store, send, or receive when using the Department's electronic mail and Internet systems.
- 9) I understand that Internet access is limited to only those areas directly related to State business and that I must refrain from accessing, displaying or creating any offensive, malicious or illegal material.
- 10) I understand that downloading from or uploading to the Internet copyrighted material that will then be distributed to other individuals is prohibited.
- 11) I understand that a violation of this policy may result in disciplinary action, up to and including possible discharge, as well as civil and criminal liability that my action may create.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Work Location: \_\_\_\_\_