

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 62.1

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff
All Judges	Administrative Associate
Area Court Administrators	Court Analyst
Clerk of the Appellate Courts	General Services Supervisor
Rural Court Training Assistants	Judicial Services
All Full-Time Clerks of Court	APD Warrants
All Magistrates	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: POLICY ON INTERNET AND E-MAIL USAGE

1. Electronic mail ("E-mail") and use of the Internet to access other computers are two valuable tools that improve the functioning of the court system and the efficiency of its employees. Whether E-mail is transmitted internally between Alaska Court System computers or is transmitted to a non-court system computer via the Internet, E-mail enhances communication capabilities. Similarly, use of the Internet affords court system employees greater access to information, and it increases the ability of court system employees to distribute information. All court system employees are encouraged to use E-mail and Internet access (if provided) as a fast, efficient, and cost-effective means of communicating and sharing information.
2. At the same time, employees must not misuse E-mail or Internet access. The court system provides computers and computer access to its employees so that they can better perform their jobs. E-Mail sent by court system employees must be of a nature and tone that is consistent with the standard of conduct appropriate to the workplace, and court system employees must not solicit or encourage others to send E-mail that fails to meet this standard. Similarly, all other file-sharing and communication across the Internet must meet this same standard of conduct.
3. For purposes of this policy, "E-mail" includes all electronic mail sent or received using court system computer equipment, regardless of whether the E-mail is transmitted or delivered by means of a court system local network, a court-provided Internet account, or a private Internet account.

Likewise, "Internet access" includes all Internet access by means of court system computer equipment, regardless of whether the access is through a court-provided Internet account or a private Internet account.

4. The primary allowable uses of E-mail and Internet access are:
 - a. The gathering, exchange, and appropriate dissemination of work-related information, research analysis, documents, and software.
 - b. Communication and exchange of information for professional development: maintaining an employee's work-related training and education, and discussing issues related to the employee's court system activities.
 - c. Activities to further the work of committees and professional societies which the employee has joined in connection with his or her court system duties.
 - d. Announcement of new laws; new court decisions; new rules, orders, policies, and bulletins; new services and programs; and any other publicly disseminated court information.
5. The primary purpose of E-mail and the Internet is for business purposes. However, limited personal use of E-mail and Internet access is allowed to the same extent as personal use of office telephones. Such use should be kept to a minimum. Personal use of E-mail and/or the Internet must not interfere with the employee's work and must not result in additional cost to the court system.
6. The following uses of E-mail and Internet access are prohibited:
 - a. Use for any purpose that violates a law of the United States or a law of the State of Alaska.
 - b. Use for any purpose that violates a Court System Administrative Bulletin, a court rule, a personnel rule, or a court system employment contract.
 - c. Use for any purpose specifically prohibited by the Administrative Director or the Deputy Director.
 - d. Use for any private business or commercial enterprise.

- e. Use for political fund-raising or campaign activities or for any other political purpose not specifically authorized by the Administrative Director.
- f. Use for advertising or public relations activities not specifically related to court system business.
- g. Obtaining access to or distributing pornographic material, including any child pornography.
- h. Harassing other people.
- i. Interfering with computers or computing systems, damaging software on other computers, or altering the software on other computers without authorization.
- j. Use for any activity or series of activities that adversely affects the availability, confidentiality, or integrity of any court system information or office technology.
- k. Seeking or obtaining information about files, documents, or other data that are private, confidential, or otherwise not open to public inspection, unless specifically authorized to do so by the file owners; or copying, modifying, or deleting such files, documents, or data without authorization.
- l. Copying or downloading software in violation of copyright or license restrictions, or using evaluation copies of software in violation of license restrictions.
- m. Downloading software without screening it for viruses.
- n. Representing oneself as another without that other person's permission.

Dated: _____

Stephanie J. Cole
Administrative Director

Effective: