

<b>TITLE: PARAMEDIC EMAIL USE</b>	<b>SECTION: LAND AMBULANCE</b>
<b>DATE: October 2, 2008</b>	<b>POLICY NO.: KDSB LAS-III-13</b>
<b>APPROVED BY: Resolution No. 2008-150</b>	<b>REVISED:</b>

**1. Policy Statement**

- 1.1 Each Paramedic employed by Northwest EMS will be provided with a corporate email account associated with the Human Resources and Education Management System. This system is the property of The Kenora District Services Board for the purposes of education and facilitating corporate communications with employees. Employees should not have an expectation of privacy as the system may be accessed by authorized KDSB staff to assure compliance with policies or standards and to track communications.
- 1.2 This policy sets forth the direction of Northwest EMS with regard to the use of, access to and disclosure of electronic mail via the corporate email account.

**2. Procedure**

- 2.1 Use of the supplied email account must be in compliance with KDSB HR-I-05, Electronic Communications and any other applicable policies, standards or legislation.
- 2.2 Upon receipt of their individual email address all Paramedics must change the password from the default. The new password must be 8 characters and contain alphabetic (upper and lower case), and at least one non-alphabetic character (number 0-9 and/or punctuation/symbol [.,?%#]).
- 2.3 Paramedics are required to change their passwords every 60 days. Passwords must be kept confidential and only provided to the Local System Support Coordinator or their immediate supervisor if requested.
- 2.4 To ensure that critical information is accessed in a timely manner Paramedics must access their email account at least once per shift.
- 2.5 Automatic log-in features must not be activated to access the NWEMS email account.
- 2.6 The sending of chain letters is expressly prohibited on the NWEMS email system.