

DATE: September 29, 2003*

TO: Executive Staff
Managers
Program Supervisors
Authorized Administrative Manual Holders

FROM: Donald I. Habkirk, Jr.,
Executive Director

RE: **EXECUTIVE DIRECTIVE 8 / 2003**
Prohibition of Instant Messaging and Third-Party E-mail
Account Usage*

Effective immediately, instant messaging (IM) is no longer allowed on the MCCMH network.

IM involves third-party servers and poses security risks to MCCMH.

Effective, October 6, 2003, the use of third-party e-mail accounts (for example, Hotmail, Yahoo, AOL, etc.) shall be prohibited at MCCMH facilities.

Third-party e-mail accounts pose a security risk for MCCMH. They provide a non-secured access point for virus introduction and also give hackers a possible attack vector to the MCCMH network.

The blockage of third-party e-mail accounts at MCCMH shall not effect a MCCMH staff member's ability to send or receive e-mail from an individual who has a third-party e-mail account. Only the MCCMH staff member's use of third-party e-mail accounts shall be blocked.

This Executive Directive, shall be adopted into a comprehensive Acceptable Internet Use policy, which is currently in development.

*Approved on June 12, 2003

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Please retain Executive Directive 8 / 2003 in your Administrative Manual following Divider "A".