

LPPKN OFFICIAL E-MAIL POLICY

Electronic mail or e-mail is an application that enables users to communicate with one another through electronic messaging. It is used widely to enable two-way communication that is fast and economical. This e-mail policy outlines the rules governing the use of the LPPKN official e-mail, and will be updated from time to time in line with technological advancement. The policy is intended to inform all e-mail users about the rules governing its use to ensure that the facility is used appropriately.

The following is the LPPKN e-mail policy to suit all users:

1. The e-mail account is not the absolute right of the individual. It is only a facility that is subject to policy and can be withdrawn if the usage contravenes the policy.
2. LPPKN personnel, A, B and C senior officers are given an e-mail account while others have to apply through their divisional directors and obtain the approval of the Deputy Director-General (Management).
3. The e-mail address of the user must use his/her real name.
4. E-mail represents one of the government's official communication channels. Every e-mail message must contain the file reference, date and official logo of LPPKN.
5. Every e-mail message sent or received must be printed and filed according to the file management system of the division.
6. Users using attachments should refrain from sending or receiving files exceeding 20 MB.
7. Do not open attachments that are dubious or from an unidentified source to prevent virus contamination.
8. Users should ensure that e-mail messages kept in the inbox do not exceed the storage space allocated, and should only keep necessary ones only.
9. Users should delete unimportant e-mail messages. The trash will be automatically deleted by the system after a month.
10. Copies of e-mail messages should be stored in a backup such as a diskette, pen drive or PC to prevent loss because lost e-mail messages cannot be retrieved.

11. Users are prohibited from partaking of activities contravening the policy, such as:
 - (a) using the e-mail account of another person, sharing an e-mail account or giving the account to another person
 - (b) using the e-mail for purposes other than official such as sending and keeping illegal materials including those that are pornographic, gambling and criminal
 - (c) sending and being involved in e-mail messages which are seditious, slanderous or plagiaristic, and other activities which contravene the laws of Malaysia
 - (d) disseminate destructive codes such as virus which can destroy the computer system of other users, and
 - (e) e-mail messages may not be replied to by a third party except with permission.
12. Users must inform the Information Technology Division immediately if abuse of the e-mail account is suspected.
13. Keep the password a secret.
14. If it is suspected that the password has been compromised, a report must be made to the Information Technology Division so that the password can be changed immediately.
15. The password must be changed periodically; it should contain at least 8 characters with a combination of alphanumeric and special symbols (example: nokia#3\$).
16. Users must inform the Information Technology Division if they are going on leave or for a course over a long period so that maintenance can be carried out.
17. The e-mail service will be terminated immediately if the user ceases to work for LPPKN.

Users are subject to and are deemed to have agreed to comply with the policy when they press the Login button after logging in their username and passw