

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

AUTHORITATIVE POLICY: Information Technology and Security

Board Resolution No.: 2013-10-01

PROCEDURE: 2.1 - Acceptable Use

1.0 Introduction

Policy:

The Authority's computing and communications resources shall be used securely, respectfully, and cooperatively in support of the Authority's mission.

Purpose:

To delineate procedures for accessing the Authority IT network and/or accessing the Internet through the Authority IT network.

Scope:

This applies to all personnel with access to Internet and related services through the Authority network infrastructure. Internet Related services include all services provided with the TCP/IP protocol, including but not limited to Electronic Mail (e-mail), File Transfer Protocol (FTP), and World Wide Web (WWW) access.

Responsibilities:

All Authority personnel are responsible for knowing and adhering to this usage policy and procedure.

The IT Director is responsible for enforcing this procedure.

Definitions:

Internet – The international network of computer networks that connect government, academic and business institutions; the Internet (capitalized) refers specifically to the DARPA Internet and the TCP/IP protocols it uses.

Intranet – A private network contained within an enterprise; a network within one organization using Web technologies to share information internally.

User – Anyone with authorized access to the Authority technology resources including permanent and temporary employees or third party personnel such as temporaries, contractors, consultants, and other parties with valid Authority access accounts.

2.0 Procedure - Acceptable Use – Computers and Internet

2.1 Access to the Internet is intended to support official Authority business.

2.2 In addition to access in support of specific work related duties, the Authority Internet connection may be used for educational and research purposes.

2.3 Minimal personal use, consistent with the limitations in Section 3.1 through 4.4, is acceptable, subject to ongoing review and limitation by management.

2.4 If any user has a question of what constitutes acceptable, use he/she should check with their supervisor for additional guidance. Management or supervisory personnel shall consult with the Information Technology Director for clarification of these guidelines.

3.0 Inappropriate Use - Computers and Internet

- 3.1 Internet access shall not be for any illegal or unlawful purpose. Examples of this are the transmission of violent, threatening, defrauding, pornographic, obscene, or otherwise illegal or unlawful materials
- 3.2 Use of Authority email or other messaging services shall not be used to harass, intimidate, discriminate or otherwise annoy another person.
- 3.3 Excessive use of the Internet shall for private, recreational, or any non-Authority-related activity is prohibited.
- 3.4 Authority's intranet or Internet connections shall not be used for commercial or political purposes.
- 3.5 Employees shall not use the Authority network for personal gain such as selling access of an Authority user login ID. Internet access through the Authority network shall not be for or by performing unauthorized work for profit.
- 3.6 Users shall not attempt to circumvent or subvert security measures on either the Authority's network resources or any other system connected to or accessible through the Internet.
- 3.7 Authority employees shall not use Internet access for interception of network traffic for any purpose other than engaging in authorized network administration.
- 3.8 Authority users shall not make or use illegal copies of copyrighted material, store such material on Authority equipment, or transmit such material over the Authority network.

4.0 Internet and E-mail Etiquette

- 4.1 Authority employees shall ensure all communication through Authority e-mail or messaging services is conducted in a professional manner. The use of suggestive, vulgar, or obscene language is prohibited.
- 4.2 Authority users shall not reveal private or personal information through e-mail or messaging services without clear and specific written approval from management. Examples would be: a) posting personal information about another employee on your Facebook account. b) sending an email to another person about a personal matter involving another Authority employee.
- 4.3 Users should ensure that e-mail messages are sent to only those users with a specific need to know. The transmission of e-mail to large groups, use of e-mail distribution lists, or sending messages with large file attachments (attachments larger than 10 Mb) should be avoided. FTP should be used for large attachments when possible.
- 4.4 E-mail privacy cannot be guaranteed. For security reasons, messages transmitted through the Authority e-mail system or network infrastructure are the property of the Authority and are, therefore, subject to inspection.

5.0 Computer and Internet Usage - Security

- 5.1 Authority users who identify or perceive an actual or suspected security problem shall immediately contact the IT Director.
- 5.2 Network users shall not reveal their account passwords to others or allow any other person, employee or not, to use their accounts. Similarly, users shall not use other employees' accounts.
- 5.3 Any and all use of IT assets is subject to monitoring by the IT department.

5.4 Access to Authority network resources shall be revoked for any user identified as a security risk or who has a demonstrated history of security problems.

6.0 Computer and Internet Usage - Penalties

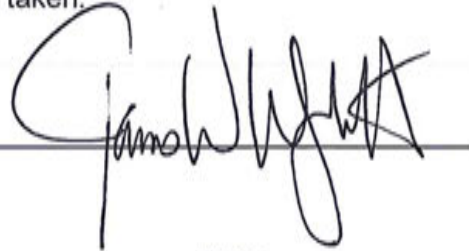
Any user violating these policies or applicable local, state, or federal laws while using the Authority network shall be subject to loss of network privileges and any other disciplinary actions deemed appropriate, up to and including termination and criminal and/or civil prosecution.

7.0 User Compliance

I understand and will abide by the Authority computer, network, and Internet use policies. I further understand that any violation of this policy is considered unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action and/or appropriate legal actions may be taken.

Date Adopted: April 1, 2014

Authorized: _____



User Signature _____

Date _____