Policy and Procedure #1.011

Acceptable Internet Use

Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): None Noted	**Effective Date:** November 1, 2015 **Revision/Review History:** 11/01/14, 11/15/13, 11/19/12, 11/07/11, 11/25/02 **Summary of Revision/Review:** Updates existing policy pursuant to annual review.
Cross Reference of Policy: P&P #1.010, *Acceptable Use of E-Mail*; P&P #1.014, *Investigations*; P&P 1.215, *Code of Ethics*	**Supersedes Existing Policy :**
Approved: R.O. Lampert — 10-7-15 Robert O. Lampert, Director — Date	

REFERENCE

1. **ATTACHMENTS – None Noted**

2. **OTHER**
   - **A.** Policies from the Office of the Chief Information Officer (OCIO)
     - **i.** Policy #1200-P142: *User Responsibilities*
     - **ii.** Policy #1200-P143: *Internet Acceptable Use Policy*
     - **iii.** Policy #9400-P170: *User Access Management*

I. PURPOSE

A. Acceptable Internet Use. The purpose of this policy and procedure is to provide guidelines regarding the appropriate use of Internet resources provided by the Wyoming Department of Corrections (WDOC), including the use of browsers, electronic mail and file uploads and/or downloads. Use of these services is subject to the guidelines and conditions identified in this policy.

II. POLICY

A. General Policy. The Internet is a global system of interconnected computer networks, providing users with access to information, resources and services. It is the policy of the WDOC to provide guidelines for proper Internet use. Access to the Internet and the State's electronic communication systems is not a right of any individual, but is a revocable privilege subject to existing state rules governing the use of State of Wyoming equipment and services. Management reserves the right to revoke the privilege at any time.

III. DEFINITIONS

A. Chief Information Officer: An individual appointed by the Governor to lead and develop State government Information Technology (IT) strategies and approve IT expenditures for the executive branch of state government.

B. Internet: A loose confederation of networks around the world; the networks that make up the internet are connected through several backbone networks.

C. Internetworking: (*For this policy only.*) The interconnection of two or more networks, usually local area networks, so that data can pass between hosts on the different networks as though they were one network. This requires some kind of router or gateway.

D. Intra-Agency Communications: (*For this policy only.*) Written communications between administrators, employees/staff or agents of the WDOC, or between attorneys of the WDOC and its administrators, employees/staff or agents.

IV. PROCEDURE

A. General Provisions

1. Each Chief Executive Officer (CEO) or designee is responsible to assure compliance for their staff with the provisions of this policy.

i. When an instance of non-compliance with this policy is discovered or suspected, the agency shall proceed in accordance with WDOC and State of Wyoming personnel policies. Any disciplinary action taken shall be in accordance with the *State of Wyoming Personnel Rules*.

ii. The investigation of suspected non-compliance shall proceed in accordance with WDOC Policy and Procedure #1.014, *Investigations*. IT staff may assist in the investigation as necessary.

2. Suspension of internet service to users may occur when deemed necessary to maintain the operation and integrity of State of Wyoming Internetworking services.

3. User accounts and password access may be withdrawn without notice if a user knowingly violates this policy.

4. Individual users who violate this policy may be subject to criminal or civil action where laws are violated. Any evidence of criminal activity will be reported to law enforcement in accordance with WDOC Policy and Procedure #1.014, *Investigations*.

5. General training in the acceptable use of the Internet and State networks for staff who require internet access will be provided by WDOC supervisory staff and/or through internet-based cyber security awareness training when available. Individual users shall be responsible for their own appropriate use of the internet and State networks.

i. E-Mail use shall be in accordance with WDOC Policy and Procedure #1.010, *Acceptable Use of E-Mail*.

6. Use of the internet on State networks is primarily for legitimate business purposes. Incidental personal use is not prohibited, but such use must not unreasonably affect the user's work performance or the conduct of WDOC or State business activities, and must not compromise system security. All use must be in compliance with ethical and legal standards.

B. User Responsibility

1. WDOC staff shall read and comply with OCIO Policies #1200-P143, *Internet Acceptable Use Policy*, and #1200-P142 *User Responsibilities*.

Compliance with applicable acceptable use restrictions is mandatory. Users are subject to the provisions of State of Wyoming and federal law in the use of the Internet and State networks. WDOC Policy and Procedure #1.215, *Code of Ethics*, and all other Department and State policies apply when using the Internet and State networks.

i. WDOC users shall avoid uses of Internetworking services that reflect poorly on the WDOC or on Wyoming State government.

ii. WDOC users shall observe State of Wyoming policies with regard to prohibitions against sexual harassment and denigration of ethnic, religious or political groups.

iii. WDOC users shall follow existing and evolving rules, regulations, and guidelines on ethical behavior of government employees and the appropriate use of government resources when using electronic equipment supplied by Wyoming State government.

2. WDOC users shall comply with the legal protection provided by copyright and shall honor the licensing provisions relating to programs and date.

3. Installation of programs to WDOC hardware shall be done by WDOC IT staff. Installing unauthorized programs can lead to unauthorized access of the computer by users outside the WDOC network.

4. User passwords on an Internet information system must comply with OCIO Policy #9400-P170, *User Access Management*.

C. Specifically Acceptable Uses. The following activities are considered acceptable uses of the Internet and State networks:

1. Communication and information exchange directly related to the function or work tasks of the WDOC;

2. Communication and exchange for professional development to maintain currency of training or education or to discuss issues related to the user's State of Wyoming governmental activities;

3. Use in applying for or administering grants or contracts for State of Wyoming government research or programs;

4. Use for advisory, standards, research analysis, and professional society activities related to the user's State of Wyoming governmental work tasks and duties;

5. Announcement of new State of Wyoming laws, procedures, policies, rules, services, programs, information, or activities; and

6. Any other governmental administrative communication not requiring a high level of security.

D. Specifically Unacceptable Uses. The following activities are considered to be inappropriate uses of the Internet or State networks and are prohibited:

1. Using Internetworking services for any purposes which violate State of Wyoming or federal law;

2. Using Internetworking services for any purposes which violate WDOC or State of Wyoming policy;

3. Using Internetworking services for any for-profit activities unless specific to the function or duties of the WDOC;

4. Using Internetworking services for private business, including commercial advertising;

5. Using Internetworking services for access to and distribution of:

i. Indecent or obscene material (as defined by law; see specifically, *Miller v. California*, 413 US 15 (1973) and *Ginsberg v. New York*, 390 US 629 (1968)); or

ii. Child pornography (as defined by law; see specifically, 18 USC §2252).

6. Using Internetworking services for access to and distribution of computer games that have no bearing on the agency's mission;

i. Some games that help teach, illustrate, train, or simulate agency-related issues may be acceptable.

7. Using State of Wyoming provided Internetworking services so as to interfere with or disrupt network users, services, or equipment;

8. Intentionally seeking out information on, obtaining copies of, or modifying files and other data which is private, confidential or not open to public inspection or release unless specifically authorized to do so once the legal conditions for release are satisfied;

9. Copying of any software, electronic file, program or data using State of Wyoming government-provided Internetworking services without a prior, good faith determination that such copying is, in fact, permissible;

i. Any efforts to obtain permission should be adequately documented.

10. Intentionally seeking information on, obtaining copies of, or modifying files or data belonging to others without authorization of the file owner;

i. Seeking passwords of others or the exchanging of passwords to unauthorized personnel is specifically prohibited.

11. Intentionally misrepresenting yourself electronically as another, either on the State of Wyoming internetwork or elsewhere on the Internet unless explicitly authorized to do so;

i. Users shall not circumvent established policies defining eligibility for access to information or systems.

12. Intentionally developing programs designed to harass other users or infiltrate a computer or computing system and/or damage or alter the software components of same;

13. Using Internetworking services for fund raising or public relations activities not specifically related to State of Wyoming government activities; and

14. Using State of Wyoming Internetworking systems to promote political causes or activities not directly related to the mission, function, or work tasks of the WDOC.

V. TRAINING POINTS

A. What are some of the Internet user's responsibilities?

B. What are some of the acceptable uses of the Internet?

C. What are some unacceptable uses of the Internet?