General

The Department of Treasury recognizes the importance of the Internet in conducting day-to-day business. With this increased dependence on the Internet, it is important that Treasury employees, contractors and others (users) use it properly. Even inadvertent misuse can cause operational and legal problems for the Department.

The purpose of this Policy is to:

1. Set forth the acceptable use of Internet.

2. Foster and maintain an environment where exposure to risks inherent in the use of the Internet are minimized.

3. Establish consistency in Internet use procedures and regulations across Treasury.

Policy

Use of and access to the Internet is limited to authorized individuals. Authorized individuals are:

1. Treasury employees who have been approved by their Office Director/Division Administrator.

2. Personnel under contract to the Department of Treasury who have been approved by the Office/Division contract administrator.

As with any State-provided resource, the use of the Internet should be dedicated to legitimate State business. Use of the Internet for the following is prohibited:

1. Illegal activities of any type.

2. Distribution or receipt of: (a) indecent or obscene material, or (b) material in violation of Civil Service Rule 1-2.2 prohibiting sexual harassment.

3. Activities for profit unless specific to the charter, mission and duties of the Department of Treasury.

4. Partisan or nonpartisan political activities.

Access to the Internet will be monitored and logged for reasons including but not limited to illegal activities, inappropriate use, security violations, technical problems, or legitimate business requirements.

Activities involving the Internet which present a security risk to Treasury or State systems are prohibited.

Users' Responsibilities

Users should not knowingly access Web sites containing illegal or obscene materials.

Users should not access the Internet for non-business-related activities. Doing so consumes the limited bandwidth available and negatively impacts the performance of legitimate, business-related Internet-based activities. Examples of bandwidth-intensive activities include listening to radio stations or radio programs through the Internet and accessing Web cams.

Users should not use file-sharing programs that utilize the Internet to access workstation hard drives. Examples of file-sharing programs include Napster and Gnutella.

Users should not download executable computer files from the Internet. Examples of executable computer files include files with and extensions of .EXE,. COM, or .BAT. Downloading business-related text or non-executable files is acceptable.

Users should not participate in games found on the Internet.

Unauthorized or inappropriate use of the Internet while on duty or through State-owned equipment is subject to disciplinary action.

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