WASHINGTON STATE
OFFICE OF MINORITY
& WOMEN'S BUSINESS ENTERPRISES

ADMINISTATIVE POLICY

Internet Usage, Computer Software Usage
And Electronic E-Mail Usage

EFFECTIVE DATE:

SUPERSEDES: March 15, 1993

APPROVED:

PURPOSE:

This policy establishes procedures for authorized use of the Office of Minority and Women's Business Enterprises (OMWBE) computer systems to communicate outside the agency via the Internet, computer software to perform job duties within the agency and communication outside the office using electronic E-Mail, and defines limitations on such usage.

RISK ASSESSMENT:

Improper or illegal use of OMWBE's technology resources poses serious risk and liability to both the agency and the individual employee. These risks include, but are not limited to:

- Loss of public trust in OMWBE and/or State Government
- Financial Loss
- Illegal or unethical activity
- Loss of network or operational integrity

POLICY:

The Internet and the Electronic E-mail is a state resource, and as such, shall only be used for Official State Business, except as allowed within this policy.

The Responsibility and Accountability for appropriate use of the Internet and Electronic E-mail lies within the Individual Employee. Managers are responsible for ensuring the employee is made aware of and understands the policy.

The Agency has the right to actively monitor system usage on a periodic basis to determine compliance with this policy and Ethic Board rulings. Electronic E-mail messages are reproducible, are not private, and may be subject to disclosure under public disclosure laws. Violations could result in corrective or disciplinary action, up to and including termination of employment.

APPROVED
Executive Ethics Board
Date: 1/13/06

INTERNET USAGE:

Connection to the Internet shall be established through the agencies Local Area Network (LAN). Employees shall not make connection by directly calling an Internet service provider through a modem or by any other method which bypasses the authorized, established route through the agency local area network.

All employees, whether permanent, project, or temporary shall ensure that their use of the Internet does not compromise the security and integrity of the state's information infrastructure or information technology, networks and computer equipment, whether by allowing intruders into the networks or by introducing viruses or other threats.

Accessing information available on the Internet, and transferring (downloading) information from an Internet resource to the employee's personal computer is prohibited. The employee is required to receive permission from their manager and then it is the manager's responsibility to submit the request to the agency's Information Services Department.

Employee's will treat the agency Internet activities as a public record.

Employee's are prohibited from accessing games, downloading music, infringing on any copyright, viewing source codes without written permission.

Employees will not send confidential information or passwords via the Internet. The Internet does not provide security for transmitted information.

Information Services has the authority to monitor employee use of the Internet to ensure appropriate use.

Failure to abide by the policy established for use of the Internet or participation in any activity deemed inappropriate may result in the loss of access privileges and/or disciplinary action.

ELECTRONIC E-MAIL USAGE:

Connection to the Electronic E-mail system shall be established through the Department of Information Services (DIS) Microsoft Exchange System.

Employees may not set up personal Internet E-Mail accounts (such as, Hotmail, Yahoo, etc.) directly on their PC or Laptop.

Employees may not access their personal email accounts located at their home location.

Employees shall use caution when attachments are included in messages. Any attachments containing executable programs (files with extensions ".EXE", ".COM", ".BAT", etc.) shall not be opened or saved to a hard drive without prior approval from the agency's Information Services Department.

Failure to abide by the policy established for use of the Electronic E-Mail or participation in any activity deemed inappropriate may result in the loss of access privileges and/or disciplinary action.

APPROVED
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Date: 11/13/06

COMPUTER SOFTWARE USAGE:

The agency's computer software is pre-loaded on each employees PC. The agency uses the Microsoft Suite of Products.

Employees, other than the agency's Information Services Department, shall not copy (download) any computer programs or files of any kind. This includes software updates, corrections or patches.

Employees who require a specific download or purchase of software of any kind to perform their job functions, must obtain permission from their manager. It is then the manager's responsibility to submit the request to the agency's Information Services Department.

Employee's are prohibited from accessing games.

Failure to abide by the policy established for use of the Computer Software or participation in any activity deemed inappropriate may result in the loss of access privileges and/or disciplinary action.

GENERAL LIMITATIONS:

The following limitations apply to use of any state property, which includes computer equipment, software, Internet access and Electronic E-mail capabilities, as well as other property. State property may not be used in any way:

- For the purpose of conducting an outside business, whether or not for profit;
- For the purpose of assisting the campaign of any candidate for election to any office, or to oppose or promote a ballot proposition;
- For commercial purposes such as advertising or selling; or,
- For illegal activities or activities which are incompatible with a professional workplace, such as, but not limited to, accessing adult-oriented websites, gambling on the Internet, or other inappropriate use.

ADDITIONAL LIMITATIONS:

De minimis personal use may allow employees to use Internet access or Electronic E-Mail for personal purposes only when:

- There is no cost to the state;
- The use is the most effective use of time or resources, as compared to accomplishing the same purpose by telephone, fax or other means;
- There is no interference with the performance of official duties;
- The use is brief in duration and infrequent;
- The use does no disrupt other state employees and does not obligate them to make a personal use of state resources; and,
- The use does not compromise the security or integrity of agency computer systems, information, or software.

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USER RESPONSIBILITY:

1. Employees will manage the security of computer and other personal-use systems, and are responsible for all information accessed.
2. Understand and follow the guidelines contained in this policy.

MANAGEMENT RESPONSIBILTY:

1. Ensure that employees and contractors are aware of this policy.
2. Encourage employees to use Internet technology along with more traditional resources to conduct their official business activities.
3. Manage and approve user requests for access, training, and resources.
4. Manage violations of policy including disciplinary action.

INFORMATION SERVICES RESPONSIBILTY:

1. Ensure Internet access, Electronic E-mail and computer software are available to staff to conduct the business of the agency and provide user support as needed.
2. Manage infrastructure and security for access and use.
3. Manage user identification and authorization.
4. Work with Manager's to determine access restrictions for policy violations.

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