

Office of Information Technology Policy

Acceptable Internet / Email use

Policy:

Internet access and email facilitate the state in meeting its business needs. Internet access and email are considered state property and the state has the right to monitor all use of such property at its discretion. With the exception of information protected by federal/state statutes and agency policies, users should have no expectation of privacy as to their Internet and email usage via state computers and networks.

The purpose of Internet and email use is to conduct official state business. Agencies may determine availability of Internet and e-mail services based on employee need and use which are not in conflict with the law.

Users may not download, store, transmit, or display any kind of image or document using any department system or resource that violates federal, state, or local laws and regulations, executive orders, or that violates any state or department adopted policies, procedures, standards, or guidelines.

Acceptable use must be legal, ethical, and respectful of intellectual property, ownership of data, systems security mechanisms, and individual rights to privacy and freedom from intimidation, harassment and annoyance. Users must be held accountable for any breaches of policy, security, or confidentiality resulting from their use of Internet or email. An abuse of the privilege of Internet or email use may result in disciplinary action as deemed appropriate by supervising authorities.

Use of the Internet and email as described below is **acceptable**:

- To provide and facilitate official state business (intra-agency, state and federal agencies and business partners of state agencies).
- To use for professional society, university association, government advisory, or standards activities related to the user's employment-related professional/vocational discipline.
- Other uses not in violation of this policy that may be allowed or required by individual department or agency policy.

Scope:

All entities under the authority of the Office of Information Technology, pursuant to the provisions of R.S. 39:15.1, et seq., must comply with this policy.

Responsibilities:

- Agencies must develop policies or update existing policies to ensure compliance with the provisions of this policy.

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- Each agency is responsible for the activity of its users and must familiarize each user with what is considered appropriate use of state-provided Internet and email access.
- Should a conflict arise between an agency's use agreement and this "Acceptable Internet/E-mail Use Policy", the more restrictive policy shall take precedence.

Owner:

OIT Security Office

Effective Date:

July 27, 2009