

1200-P143: Internet Acceptable Use Policy

I. PURPOSE

To establish a policy for use of the State of Wyoming's Internet connection and the State's IT Resources.

II. SCOPE

This policy applies to all executive branch agencies, boards, and commissions (collectively referred to as "agency or agencies").

III. BACKGROUND

The Internet Acceptable Use Policy is designed to help employees understand management's expectations for granting employees access to the Internet and/or electronic communication systems and to help employees to use State resources wisely.

While a direct connection to the Internet offers a variety of benefits to the State of Wyoming, it can also expose the State to some significant risks to its data and systems if appropriate security measures are not employed. Excessive, unnecessary Internet usage causes network and server congestion. Unlawful Internet usage may expose the State of Wyoming and/or the individual user to significant legal liabilities.

IV. POLICY

Access to the State of Wyoming's Internet connection and IT Resources is not a right, but a revocable privilege subject to existing State statutes, executive orders, rules, policies, standards, and guidelines.

1. General Provisions.

- a. Business Use: State IT resources and the State's Internet connection are the property of the State and are provided to facilitate the effective and efficient conduct of State business. Users are permitted access to these resources to assist in the performance of their jobs. (See State Personnel Rules Chapter 1, Section 18.)
- b. Personal Use: Personal use means use that is not job-related. Personal use is prohibited if it:
 - i. interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;
 - ii. adversely affects the efficient operation of the computer system or network;

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- iii. violates any provision of this policy, any supplemental policy adopted by the agency supplying the Internet or electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, State or Federal law.
- c. No Expectation of Privacy: No user shall have any expectation of privacy when using any State IT resource. Agencies have a right to monitor any and all aspects of their computer systems including, but not limited to Internet usage, instant messaging systems, chat groups, or news groups visited by agency users, material downloaded or uploaded by agency users, and e-mail sent or received by agency users. (See Policy 9400-P167 Information Technology Resource Monitoring.) In addition, electronic communications may be subject to the Freedom of Information Act (FOIA) and/or the Wyoming Public Records Act and, therefore, available for public distribution.
- d. Prohibited Activity: Unless required by law enforcement or public safety investigations, certain activities are prohibited when using the State of Wyoming's Internet connection and IT Resources; these include, but are not limited to:
 - i. Accessing, downloading, printing, or storing information with sexually explicit content;
 - ii. Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
 - iii. Installing or downloading computer software, programs, or executable files contrary to policy;
 - iv. Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
 - v. Permitting a non-employee to use state resources except in situations where those state resources are intended for public use;
 - vi. Any other activities designated as prohibited by the Agency.

2. User Responsibilities.

- a. The conduct of computer users may be perceived as reflecting on the character and professionalism of the agency and the State of Wyoming. Employees are expected to conduct themselves in a responsible and professional manner. Users employing the State's Internet or electronic communication systems for personal use must present their communications in such a way as to be clear that the communication is personal and is not a communication of the agency.

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- b. Access privileges to State information and IT resources come with user responsibilities. Acceptance of these responsibilities is a condition of employment and is required for initial and continuing access to State information and IT resources. Refer to Security Policy 1200-P142:User Responsibilities for details.

3. Agency Responsibilities.

- a. Agencies may develop a written policy, consistent with this policy which supplements or clarifies specific issues for the agency. With regard to use of the State of Wyoming's Internet connection and IT Resources, agencies are responsible for:
 - i. Communicating this policy and agency policy, if appropriate, to current users and to new users before granting them access to State of Wyoming's Internet connection and IT Resources;
 - ii. Each agency shall develop a process to obtain a signed acknowledgement from users that they have read, understand, and will comply with this policy. This signed acknowledgement shall be obtained as a condition of access authorization and shall be maintained by the agency according to their records retention schedule;
 - iii. Failure to adhere to the responsibilities and accountabilities identified in this policy and the supporting standards or procedures, can result in removal of access privileges, disciplinary actions leading up to or including termination of employment, and/or legal prosecution.

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