

ACCEPTABLE USE POLICY - IT RESOURCES

Section 1. Purpose and Scope.

1.1. Purpose.

1.1.1. To assure that:

1.1.1.1. The use of WVBEF-provided IT resources is related to, or for the benefit of, the WVBEF and WV state government.

1.1.1.2. WVBEF-provided IT resources are used productively.

1.1.1.3. Disruptions to WV state government activities, because of inappropriate use of WVBEF-provided IT resources, are avoided.

1.1.1.4. The WVBEF community is informed about confidentiality, privacy, and acceptable use of WVBEF-provided IT resources as defined in this policy.

1.2. Scope.

1.2.1. This policy applies to any and all IT resources provided by WVBEF regardless how (e.g., via loan, purchase, lease, time-share, etc.) the WVBEF acquired the resources.

1.2.2. WVBEF-provided IT resources include applications, desktop PCs, printers, data networks, servers, E-mail, the Internet, electronic voice & video communications, document management/imaging copiers or scanners, microform, facsimile, and any future technologies that the WVBEF may use to accomplish its mission and goals.

1.2.3. This policy is not meant to be a straitjacket on the use of WVBEF-provided IT resources. Rather, the intent is to create an environment where communication can flow freely and with a minimum of policing. It should not discourage WVBEF employees from using WVBEF-provided IT resources.

1.2.4. Compliance with the provisions of this policy applies to any individual performing work using WVBEF-provided IT resources.

1.2.5. This policy is meant to supplement, not supersede, WVBEF or state policies on confidentiality and the use of WVBEF or state property or resources.

1.2.6. Violations of this policy will subject an individual to disciplinary action ranging from a warning, suspension of privileges, or dismissal from the WVBEF and prosecution under state and/or federal statutes - depending on the circumstances of the incident.

Section 2. Policy Notification.

2.1. Any individual requiring the use of a WVBEF-related IT resources shall be made aware of this policy by the supervisor granting access to the WVBEF-related IT resources prior to being granted access. The individual must indicate in writing that s/he has read this policy by signing in the space provided on the last page of this policy.

Section 3. General Understandings.

3.1. Access to WVBEF systems is a privilege, not a right. Access to any WVBEF-provided IT resource may be denied or revoked at any time for any reason without notice. Access and privileges on WVBEF applications systems are assigned and managed by the administrators of specific individual systems. Eligible individuals may become authorized users of a resource or system and be granted appropriate access and privileges by

following the approval steps for that resource or system.

3.2. WVBEP-provided IT resources are intended for WVBEP work-related usage and not for any individual's personal purposes (without the explicit prior knowledge and permission from the Division Director).

3.3. As a benefit, employees are permitted to use their WVBEP-provided IT resources for college studies already approved and being reimbursed by WVBEP. However, the employee must obtain the Division Director's knowledge and approval in advance. Further, such personal usage must take place on the employee's own time and cannot conflict with WVBEP interests.

3.4. The WVBEP neither guarantees against, nor shall it be responsible for, the destruction, corruption or disclosure of personal material on or by its IT resources. Specifically, the WVBEP reserves the right to remove, replace or reconfigure its IT resources without formal notice to employees (despite the fact that advance notice will normally be given).

Section 4. Responsibilities of Users of WVBEP-provided IT Resources.

4.1. To access only files, data, and protected accounts that are your own, that are publicly available, or to which you have been given authorized access.

4.2. To use IT resources efficiently and productively; refraining from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, or other IT resources.

4.3. To safeguard your data and personal information, passwords and authorization codes, and all confidential data; take full advantage of file security mechanisms built into the computing systems; choose your passwords wisely and to change them periodically; and follow the security policies and procedures established to control access to and use of information resources.

4.4. To report to the appropriate WVBEP authority, such as your immediate supervisor, if you:

4.4.1. Receive or obtain data and/or information to which you are not entitled [NOTE: Also notify the owner and/or sender of such data and/or information.];

4.4.2. Become aware of breaches of security and/or confidentiality; or

4.4.3. Know of any inappropriate use of WVBEP-provided IT resources.

4.5. To seek the advice of the authorized person responsible for any WVBEP-provided IT resource that you are in doubt concerning your authorization to access that resource.

4.6. To adhere to copyright laws regarding use of software, information, and attributions of authorship.

4.7. To conduct yourself as a responsible representative of both the WVBEP and WV state government and not use IT resources to:

4.7.1. Distribute offensive or harassing statements, disparage others based on race, national origin, sex, sexual orientation, age, disability, or political or religious beliefs;

4.7.2. Distribute incendiary statements which might incite violence or describe or promote the use of weapons or devices associated with terrorist activities; or

4.7.3. Distribute or solicit sexually oriented messages or images.

Section 5. Unacceptable Uses of WVBEP-provided IT Resources.

5.1. The first and foremost guideline is: Don't say, do, write, view, or acquire anything that you wouldn't be proud to have everyone in the world to learn about if the electronic records are laid bare.

5.2. Any use of WVBEF-provided IT resources for inappropriate purposes, or in support of such activities, is prohibited. WVBEF-provided IT resources shall NOT be used for:

5.2.1. Illegal purposes, or in support of such activities; Illegal activities shall be defined as any violation of local, state, or federal laws.

5.2.2. Commercial purposes, product advertisements, or "for profit" personal activity.

5.2.3. Viewing, transmitting, retrieving, saving, or printing any electronic files, whether visual or textual, which may be deemed as sexually explicit.

5.2.4. Religious, union, or political lobbying.

5.2.5. Unauthorized use of copyrighted materials or another person's original writings.

5.2.6. Duplicating, transmitting, or using software not in compliance with the WVBEF Computer Software Policy.

5.2.7. Accessing accounts within or outside the WVBEF facilities for which you are not authorized or do not have a business need.

5.2.8. Copying, disclosing, transferring, examining, renaming, or changing information or programs belonging to another user unless given expressed permission to do so by the individual responsible for the information or programs.

5.2.9. Violating the privacy of individuals by reading E-mail or private communications unless you are specifically authorized to maintain and support the WVBEF-provided IT resources.

5.2.10 Preventing the use, or disrupting the performance, of WVBEF or any other organization's IT resources; e.g., by placing a program in an endless loop, issuing recurrent mass communications, knowingly spreading computer viruses.

5.2.11. Storing any unauthorized data, information, or software on WVBEF-provided IT resources.

5.2.12. Distributing "junk" mail such as chain letters, advertisements, or unauthorized solicitations.

5.2.13. Transmitting confidential information without proper authorization and/or security.

Section 6. Supplements and Exceptions.

6.1. Supplements to this acceptable use policy may be issued by each WVBEF Division to address specific concerns or operational needs. However, any exceptions to this policy shall require prior written approval of the Director of MIS and the Commissioner of the WVBEF.

Sign: _____ Date: ____/____/____

I acknowledge that I have read the WVBEF Acceptable Use Policy - IT Resources on the above date.