

BAYSHORE JOINTURE COMMISSION

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Information Technology Usage Regulation

The e-mail and other electronic communications systems are to be used for business purposes only.

All information and communications created, received, saved or sent on the Commission's servers, workstations/laptops and any other electronic devices (including but not limited to PDA and cell phones) are the property of the Commission. This also includes any of the aforementioned created, received, saved or sent from host servers workstations/laptops or any other electronic device supplied by a host agency such as the Monmouth-Ocean Educational Services Commission.

Employee e-mail sent and received through the Commission's computers - including e-mail and internet search activity using third-party internet service providers (ISPs) - is subject to search and monitoring with or without notice, regardless of whether the Commission's systems are accessed in or out of the office, or whether the communications pass through the Commission's server. The Commission will periodically and randomly perform such monitoring of individual employee usage without cause to believe improper use is being undertaken, and in all circumstances where such cause exists.

OBLIGATION TO PRESERVE E-MAIL

The obligation to preserve e-mail shall be in accordance with all state regulations. While a user may delete an e-mail message, copies of the e-mail will still remain on servers and backup tapes and will be available to the Commission.

Only authorized encryption may be utilized. All passwords/encryption keys must be on file with the Monmouth-Ocean Educational Services Commission's Chief Technology Officer prior to their utilization.

All e-mails that are addressed to any person(s) outside of the Commission shall have a standard disclaimer at the bottom of the text, stating, "Nothing contained in this e-mail is intended to be an offer to commit the Commission to any purchase, sale, contract, or other course of action." This shall not apply to e-mails written by users who are authorized to enter into agreements on the Commission's behalf when the e-mail is part of an authorized course of business.

All e-mails that are addressed to any person(s) outside of the Commission shall clearly identify the user by full name and official title. The user's telephone number shall also be included.

Due to the potential for security breaches and the transmission of computer viruses, users shall exercise extreme caution in downloading and executing any files attached to e-mail. If the attachment is not clearly business related and/or expected from a known source, it should never be opened or executed. Such e-mails and attachments should be immediately brought to the attention of the Monmouth-Ocean Educational Services Commission's Chief Technology Officer.

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Users shall not subscribe to any e-mail lists that are not directly relevant to their assigned duties.

Information that is Sensitive or Confidential shall never be e-mailed to persons outside of the Commission unless all of the following conditions are met:

1. The e-mail transmission is expressly approved, in advance, by an authorized administrator.
2. The Sensitive or Confidential Information is encrypted.
3. The e-mail text includes a warning to the recipient that the material is Secret, Sensitive, or Confidential and is the property of the Commission.
4. The e-mail text contains a specific statement of why the recipient is receiving it, what they may do with the information, and who, if anyone, they may disclose it to.
5. A copy of the e-mail is permanently archived by the user. Each user is responsible for ensuring that the use of the Commission's e-mail system is consistent with this policy, any other applicable Commission policy, and appropriate business practices. E-mails shall not contain jokes (no matter how innocent or humorous), pornography, sexist, racist, defamatory or obscene remarks; anything of a commercial nature not pertaining to the Commission's business, anything of a political nature, or any other inappropriate remarks. Further, the e-mail system shall not be used for any purpose in violation of law or regulation.

The Commission's e-mail system shall not be utilized by users for any commercial or non-commercial activity that is not in furtherance of Commission's business. The prohibited activity includes solicitation for charitable contributions and sales of products from one user to another. "Chain Letter" e-mails shall not be created or forwarded. Messages sent to all users must have the expressed prior authorization of a manager.

Users shall carefully review all e-mail prior to sending it to ensure that its meaning is clear and not subject to interpretation. Humor and sarcasm can be easily misinterpreted in an e-mail and should be avoided. E-mail messages should be composed in a professional manner.

Comments that would be inappropriate in memoranda and letters are equally inappropriate in e-mails.

Unless given prior written approval, utilization of Commission owned computer assets to access any e-mail account of service by a user is expressly forbidden.

Passwords for the authorized user shall be assigned by the Monmouth-Ocean Educational Services Commission's Chief Technology Officer and will be changed on a regular basis. No user is permitted to change any password. Users shall not reveal their e-mail passwords to anyone. Excluding members of the Technology Department, users shall not utilize or access e-mail accounts belonging to any other user.

Violation of this policy shall result in disciplinary action up to and including action up to and including termination.

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INTERNET USAGE

This regulation shall apply to anyone utilizing the Commission's Internet access systems, and any supplied by the host Monmouth-Ocean Educational Services Commission.

The Commission's Internet access is intended to further the business purposes of the Commission. All information created, sent or received via the Commission's computers, networks, Internet access and/or e-mail systems is the property of the Commission.

The Commission reserves the right to monitor, filter and/or review, at any time, all Internet utilization via the Commission's Internet access. The Commission further reserves the right to reveal any Internet access related information to any party that it deems appropriate. The use of encryption, the labeling of a communication as private, the deletion of a communication, or any other such process or action, shall not diminish the Commission's rights in any manner.

The Commission shall disclose Internet access information to any party that it may be required to by law or regulation. This may include law enforcement search warrants and discovery requests in civil litigation.

Users shall not access any material that is not directly relevant to their assigned duties.

Users shall not post any comments or statements on any web page or send any messages to Internet newsgroups.

Users shall not enter any Internet chat rooms or chat channels.

Due to the potential for security breaches, users shall not download software from the Internet unless prior written approval has been obtained from the Monmouth-Ocean Educational Services Commission's Chief Technology Officer.

Each user is responsible for ensuring that his or her use of the Commission's Internet access is consistent with this policy, any other applicable Commission policy, and appropriate business practices. Internet sites containing jokes (no matter how innocent or humorous), pornography, sexist, racist, defamatory or obscene material, pirated software, or any other inappropriate material shall not be accessed. Further, the Internet access system shall not be used for any purpose in violation of law or regulation.

The Commission's internet access shall not be utilized for any commercial or non-commercial activity that is not in furtherance of Commission business.

Users should be mindful that Internet sites they visit collect information about visitors. This information will link the user to the Commission. Users shall not visit any site that might in any way cause damage to the Commission's image, reputation, servers, workstations and network.

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Users should be aware that much of the material available on the Internet is copyrighted or trademarked. Other than viewing publicly available material, users shall not use any material found on the Internet in any manner without first establishing that such use would not be in violation of a copyright or trademark.

Unless given prior written approval, utilization of Commission owned computer assets to access any e-mail account or service by a user is expressly forbidden.

Passwords for the authorized user shall be assigned by the Monmouth-Ocean Educational Services Commission's Chief Technology Officer and will be changed on a regular basis. No user is permitted to change any password. Users shall not reveal their passwords to anyone. Excluding members of the Monmouth-Ocean Educational Services Commission's Technology Department, users shall not utilize or access domain accounts, Internet accounts, and e-mail accounts belonging to any other user.

Violation of this regulation shall result in disciplinary action up to and including termination or any supplied by the host the Monmouth-Ocean Educational Services Commission.

SOFTWARE CODE OF ETHICS

This regulation shall apply to anyone utilizing the Commission's Software Applications or any supplied by the host, the Monmouth-Ocean Educational Services Commission.

The Commission's Software is intended to further the business purposes of the Commission. Unauthorized duplication of copyrighted computer software violates the law and is contrary to the Commission's standards of conduct.

The Commission will neither engage in nor tolerate the making of or using of authorized software copies under any circumstances.

The Commission will provide licensed software to meet the legitimate software needs in a timely fashion and in sufficient quantities for the Commission's computers.

The Commission will comply with all license or purchase terms regulating the use of any software acquired or used.

The Commission will enforce strong internal controls to prevent the making of or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.

Violation of this regulation shall result in disciplinary action up to and including termination.

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Network/Data Security

Only devices purchased and/or approved by the Commission are permitted on the network. Unauthorized devices may not be connected to Commission systems/networks without written consent from the Monmouth-Ocean Educational Services Commission's Chief Technology Officer. These devices are (but are not limited to):

- 1 - Personal computers/laptops
- 2 - USB flash drives
- 3 - Personal handheld devices

Commission owned computers used remotely (outside of the Commission network, therefore not protected by the Commission Firewall and anti-virus), will not be permitted on the internal network without being checked by the Information Technology department. Any device that is infected with a virus or has been compromised will be formatted (erased). The Information Technology department will reinstall Commission approved software only. Any additional software or personal documents will not be saved or reinstalled.

Please PRINT name _____

Employee's Signature: _____

Date: _____