

# NITC 7-101

## State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

### NITC 7-101

Title	Acceptable Use Policy
Category	Network Architecture
Applicability	This policy applies to all users of the State Communications System

#### 1. Purpose and Intent

This policy applies to all users of the State Communications System. It is intended to provide minimum standards for acceptable use of the system. This policy does not apply to users connected to a wireless access point made available for general use by the public.

Any state agency, board, commission or affiliate organization may adopt policies or standards more stringent than those contained herein.

All use of the system is subject to applicable State and Federal laws, such as the public records statutes of the State of Nebraska. Users should not have any expectations of privacy regarding personal business conducted on the system unless protected by State or Federal law.

#### 2. Acceptable Uses

The following are acceptable uses of the State Communications System.

**2.1** For the conduct of state business.

**2.2** For state government sponsored activities.

**2.3** For use by state employees and officials for emails, text messaging, local calls, and long-distance calls to children at home, teachers, doctors, daycare centers, baby-sitters, family members, or others to inform them of unexpected schedule changes, and for other essential personal business. Any such use for essential personal business shall be kept to a minimum and shall not interfere with the conduct of state business. A state employee or official shall be responsible for payment or reimbursement of charges, if any, that directly result from any such communication. [Neb. Rev. Stat. § 81-1120.27(1)] Essential personal business shall not include use of the State Communications System for personal financial gain or campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. These uses are prohibited. [Neb. Rev. Stat. § 49-14,101.01(2) and § 49-14,101.02(2)]

**2.4** And, for such other uses as allowed by law.

#### 3. Remedial Action

Any agency, board, commission or affiliate organization within which a violation of this policy occurs shall take immediate remedial action. Remedial action may include disciplinary proceedings against the individual or individuals responsible for the violation of this policy, including termination of employment.

If, in the judgment of the Chief Information Officer (CIO), it is believed that criminal activity has taken place within the system infrastructure, the CIO will notify the proper authorities and will assist in any investigation and prosecution of any offense.

The Office of the CIO accepts no responsibility for traffic which violates the acceptable use policy of any other networks connected, either directly or indirectly, to the state's system. If the owner of any network connected to the state's system notifies the Office of the CIO of a violation of their acceptable use policy, the CIO shall inform the agency, board, commission or affiliate organization within which such violation occurred. It shall be the responsibility of the agency, board, commission or affiliate organization to take appropriate remedial action and notify the owner of the connected network.

#### **4. Responsibility**

##### **4.1 Office of the CIO (OCIO)**

The OCIO is responsible for administration of the State Communications System pursuant to Neb. Rev. Stat. §§ 81-1120.01 - 81-1120.28.

##### **4.2 Agencies and Affiliate Organizations**

Each agency, board, commission or affiliate organization using the State Communications System is responsible for the activity of its users and for ensuring that its users are familiar with this policy.

##### **4.3 Users**

This policy applies to all users of the State Communications System. Should a violation of this policy occur, the individual who committed the violation shall be personally liable for his/her actions. Lack of knowledge of, or familiarity with, this policy shall not release an individual from such liability.

#### **5. Definitions**

##### **5.1 State Communications System**

State Communications System means any voice, video, data or wireless communications facility contracted for, or provided by, the State of Nebraska, including state-provided equipment and network connections to state computers.

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HISTORY: Original version published by the Division of Communications, dated September 1997. Revised version adopted by the NITC on March 9, 2004. Amendments adopted on November 30, 2009. Statutory citation corrected on September 29, 2010.

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