

MEETING AGENDA

Technical Panel of the Nebraska Information Technology Commission

Tuesday, November 10, 2009
9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

AGENDA

Meeting Documents: Click the links in the agenda
or [click here](#) for all documents (18 pages).

1. Roll Call, Meeting Notice & Open Meetings Act Information
 2. Public Comment
 3. Approval of Minutes* - [September 8, 2009](#)
 4. Enterprise Projects
 - Discussion and recommendations regarding possible Enterprise Project designation for the following projects:
 - Nebraska State Patrol - Fusion Center Project - Capt. Chuck Phillips
 - OCIO - Public Safety Interoperable Communications - Mike Jeffres
 5. eHealth Update
 - Update on State Health Information Exchange Cooperative Agreement Program - Anne Byers
 - Overview of Nebraska's State Health Information Exchange Architecture - Chris Henkenius, Bass and Associates, for NeHII
 6. Standards and Guidelines
 - Recommendations to the NITC *
 - [NITC 1-204](#): IT Procurement Review Policy
 - [Comments Received](#) (1)
 - [NITC 5-301](#): Use of Computer-based Fax Services by State Government Agencies
 - Comments Received (none)
 - [NITC 7-101](#): Acceptable Use Policy
 - [Comments Received](#) (1)
 - Request for Waiver
 - Follow-up on waiver granted to the Commission on Public Advocacy - Brad Weakly
 7. Regular Informational Items and Work Group Updates (as needed)
 - Accessibility of Information Technology Work Group - Horn
 - Learning Management System Standards Work Group - Langer
 - Security Architecture Work Group - Weakly
 8. Other Business
 9. Adjourn
- * Denotes Action Item

(The Technical Panel will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

NITC and Technical Panel websites: <http://nitc.ne.gov/>

Meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on October 8, 2009. The agenda was posted to the NITC website on November 6, 2009.

TECHNICAL PANEL
Nebraska Information Technology Commission
Tuesday, September 8, 2009, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska, Chair
Brenda Decker, CIO, State of Nebraska
Christy Horn, University of Nebraska
Kirk Langer, Lincoln Public Schools
Michael Winkle, Nebraska Educational Telecommunications

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:05 a.m. There were three members present at the time of roll call. A quorum existed to conduct official business. The meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on August 4, 2009. The agenda was posted to the NITC website on September 4, 2009. A copy of the Open Meetings Act was posted on the South wall of the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE JULY 14, 2009 MINUTES

Ms. Decker moved to approve the [July 14, 2009](#) minutes as presented. Mr. Langer seconded. Roll call vote: Decker-Yes, Langer-Yes, and Weir-Yes. Results: Yes-3, No-0, Abstain-0. Motion carried.

PROJECT REVIEW - ENTERPRISE PROJECT REVIEWS

Nebraska Department of Education - Statewide Online Assessment System - Pat Roschewski, Brent Gaswick, and John Moon

Mr. Winkle and Ms. Horn arrived at the meeting.

Ms. Roschewski was not able to attend. Many tasks have been completed. The project has been pleased with the vendor, DRC. Over 100,000 students have participated in the testing. There were 72,000 students who tested on-line.

Students will be doing online testing in Reading this year. Online test results will be available a few days after student takes the test. By June 15, the data should be cleaned with reports available in August.

The Math test is currently being developed. At this point, it is uncertain as to number of schools participating in the Math testing. The project hopes to have at least 50% participation. The project staff have been discussing how the transfer of data will occur with DRC for reporting purposes. DRC has to develop a way of "red flagging" students taking the paper pencil test, as well as students with disabilities.

Next week, the project staff will be trained on the e-Direct system. This system controls who can enter, make edits, etc. in the system. Some schools felt that districts should have access only not individual schools.

So far, the project has had no negative responses from students. Ms. Horn was concerned about blind students who should be using the Mammoth Braille code. Most vendors will not be aware of this but need to accommodate this need. There are people in Lincoln that have Mammoth experience.

PROJECT REVIEW - RETIREMENT SYSTEMS

Fred Turner, Project Manager

The 3-month warranty period expired May 31. The PIR issues have been identified as warranty and post warranty. As of August 20, there are still 16 PIRs out of 100 left. The Post PIRs contain 28 items. The project is still within budget. The NPERS and OCIO contract agreement has been signed. As of August 27, NPERS and Vendor Service Level Agreement had been finalized. The project lost a training resource. The Office of the CIO has provided a replacement. The project is now making great progress. The project has received the final report from the University of Nebraska-Lincoln's Quality Assurance Team. The project has not submitted a formal response. The bond was an issue. The project has been impressed with SABER who has been responsive. There is a good relationship. The project's equipment and services are located at Retirement Office but discussions have been occurring to host at the Office of the CIO. This project is near completion and all that will be needed from this point forward is a close-out report.

PROJECT REVIEW - HEALTH AND HUMAN SERVICES – MMIS

James Ohmberger, Project Manager

Mr. Ohmberger was not available for a report. Ms. Decker reported that by mutual agreement between the State and the Vendor, the MMIS project has been suspended. Forethought is no longer the vendor. CMS has been informed and is reviewing the final document to determine if we have indeed received the deliverables. The Department of Health and Human Services is regrouping to determine their next steps on how to move forward. This report can be taken off the agenda until further notice.

PROJECT REVIEW - NEBRASKA STATE COLLEGE SYSTEM AND UNIVERSITY OF NEBRASKA - STUDENT INFORMATION SYSTEM

Rory Weaver, Project Manager

The project went live with the Admissions portion of the system for University of Nebraska-Lincoln. There have been very few help desk calls. The project is experiencing a skilled staff restraint and is in need of a PeopleSoft Portal Administrator. Originally the University of Nebraska-Medical Center did not want to use the new system's portal. At their most recent meeting, the University of Nebraska Board of Regents expressed concern and reversed the UNMC decision. The University of Nebraska-Kearney, University of Nebraska-Omaha and University of Nebraska-Medical Center will be going live Sept 15. This may be postponed until technical issues are resolved so that they can use the portal. Overall project status has moved from green to yellow. The project is identifying issues. The Data Legacy conversion was a huge undertaking but was done successfully. The IV&V responses have been received and are being reviewed. The project is 47% completed, on budget and on time

Ms. Horn asked if the application has gone through disability and accessibility tested. Mr. Weaver was not certain. Ms. Horn stressed the importance of accessibility testing and offered the assistance of her office.

Mr. Weir had to leave the meeting. Rick Golden was present as his alternate. Ms. Decker presided over the rest of the meeting.

PROJECT REVIEW - PUBLIC SAFETY COMMUNICATIONS SYSTEM, OFFICE OF THE CIO

Mike Jeffres, Office of the CIO

In October 2008, a contract was awarded to Motorola. A go-live kick off event is scheduled for September 23, in Scottsbluff at the Scottsbluff National Monument. The Office of the CIO partners in this initiative include the State Fire Marshall, NEMA, Games and Parks Commission, Nebraska Public Power District,

Nebraska State Patrol, and NET. NET is collaborating with Office of the CIO to use some of their towers or building a tower, as well as partnering for grant funding. The Office of the CIO has an intergovernmental agreement with NPPD. The Office of the CIO has one control center and NPPD has the other control center. Each partner's roles have been identified. There will be 51 tower sites. The project will be carried out in four phases covering the state from west to east. Phase I has been underway for some time. It is a dedicated closed system with its own subnet. The Planning and Project Management Office has been developing procedures for issues such as managing the network and working with vendors. In June 2010, the infrastructure should be finalized.

PROJECT REVIEW DISCUSSION - ENTERPRISE PROJECT REVIEW PROCESS

Rick Becker, Government I.T. Manager

Regarding the Enterprise Project review process, the Office of the CIO is recommending that the eight projects submit a written report by the 1st of each month. The Office of the CIO staff will review the reports to determine if there are yellow or red areas that need to be addressed. If so, the enterprise project will be asked to provide a report to the Technical Panel. In addition, a Technical Panel member may request a specific enterprise project to provide a report. Mr. Winkle also recommended that the panel to determine a logical timeline for reporting for example, at the beginning of each phase.

STANDARDS AND GUIDELINES - NITC 1-204: I.T. PROCUREMENT REVIEW POLICY (REVISED) Set for 30-Day Comment Period

Focus of the change is requesting documentation for the purchase of servers and how it relates to virtualization – what do they have now, what do they need, etc. This is on State Government Council's agenda for review.

Mr. Winkle moved to approve the revised [NITC 1-204](#): IT Procurement Review Policy for the 30-day public comment period. Mr. Langer seconded. Roll call vote: Winkle-Yes, Golden-Yes, Langer-Yes, Horn-Yes, and Decker-Yes. Results: Yes-5, No-0, Abstain-0. Motion carried.

STANDARDS AND GUIDELINES-NITC 7-101: ACCEPTABLE USE POLICY (REVISED)

Set for 30-Day Comment Period

Last revised in March 2004, recently enacted bill, LB 626, provided additional exceptions for using the state network.

Ms. Horn moved to approve the revised [NITC 7-101](#): Acceptable Use Policy for the 30-day public comment period. Mr. Winkle seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, Golden-Yes, and Winkle-Yes. Results: Yes-5, No-0, Abstain-0. Motion carried.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group, Christy Horn. The Work Group is waiting for the new 501 regulations to update Technology Access Clause. It is anticipates these will be released in early fall.

Learning Management System Standards Work Group, Kir Langer. No update to provide.

Security Architecture Work Group, Brad Weakly. On June 16, the Office of the CIO with Southeast Community College conducted the Cyber Security Conference. There were over 100 attendees. The conference survey results were all positive. This year's conference was technically geared. Attendees requested more hands on classes. Next year's conference will be held on April 20, 2010. Conference sponsors covered all conference costs. Vinton Cerf, was the keynote speaker.

During July and August, PCI audits were conducted. There are currently four entities in state government that take credit card applications. These agencies will need to have a second audit conducted hopefully

in September. The Security Architecture Work Group held a meeting August 18. Portable devices are a concern. Working groups have been established to develop a portable device policy. September was spent in social security audits. Next month is national Cyber Security month. On October 14, Cyber Security Day, the Governor will be signing a proclamation.

OTHER BUSINESS

There was no other business.

NEXT MEETING, DATE AND TIME AND ADJOURNMENT

The next meeting of the NITC Technical Panel will be held on October 8, 2009 at Varner Hall, 3835 Holdrege Street in Lincoln, Nebraska.

Mr. Golden moved to adjourn. Ms. Horn seconded. All were in favor. Motion carried.

The meeting was adjourned at 10:20 a.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker of the Office of the CIO/NITC.

**Technical Panel
of the
Nebraska Information Technology Commission**

Standards and Guidelines

**Draft Document
30-Day Comment Period**

Title: IT Procurement Review Policy (Revised)

Notes to Readers:

1. The following document is a draft document under review by the Technical Panel of the Nebraska Information Technology Commission (NITC). This document is posted at <http://nitc.ne.gov/standards/comment/>.
2. If you have comments on this document, you can submit them by email to rick.becker@nebraska.gov, or call 402-471-7984 for more information on submitting comments.
3. The comment period for this document ends on October 9, 2009.
4. The Technical Panel will consider this document and any comments received at a public meeting following the comment period, currently scheduled for October 13, 2009. Information about this meeting will be posted on the NITC website at <http://nitc.ne.gov/>.

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

NITC 1-204 (Draft Revised)

Title	IT Procurement Review Policy
Category	General Provisions
Applicability	Applies to all state agencies, boards, and commissions, excluding the University of Nebraska

1. Policy

By statute, certain state agency purchases of communications equipment and information management items require the approval of the Office of the Chief Information Officer (OCIO). This policy provides guidance to agencies for compliance with these statutory requirements.

1.1 Criteria for Reviews of Information Technology Equipment, Software, and Services

- 1.1.1 Does the procurement comply with NITC standards and enterprise architecture?
- 1.1.2 Does the procurement avoid unnecessary duplication of expenditures?
- 1.1.3 Does the procurement address opportunities for collaboration or data sharing, if applicable?
- 1.1.4 Does the procurement represent the right technology for the job?
- 1.1.5 Does the procurement require skills or resources that exceed the capability of the agency to provide or acquire?

1.2 Information for Reviews

The Agency Information Technology Plan (<http://www.nitc.ne.gov/standards/1-201.html>), which is submitted in conjunction with the biennial budget request, provides the general context for procurement decisions.

In some cases, a diagram and explanation of the technical architecture is necessary for determining the appropriate technology for the purpose. Technical architecture describes the hardware, software and network infrastructure needed to support the deployment of core, mission-critical applications.

The specific documentation that is useful depends on the type of purchase.

1.2.1 Documentation for purchase requisitions and purchase orders in NIS (document types ON and 06)

- Agencies **must** attach sufficient information in NIS that allows the reviewer to determine what is being purchased, the purpose being served, total cost, and a contact for additional information. This information can be provided as either a text note or an attachment to the header in NIS. In

Deleted: should

addition, the following types of documents are helpful, if available:

- Bill of materiel from the vendor
- Quotation from the vendor
- Technical architecture specific to the purchase.

1.2.2 Documentation for Competitive Solicitations (request for proposals, requests for information, invitations to bid)

- Agencies must provide a draft copy to the OCIO of the solicitation (RFP, RFI, ITB) at least 30 days prior to its planned release.

Deleted: should

1.2.3 Documentation for Sole Source Requests / Requests for Deviation from the Competitive Process

- Agencies must document the reasons for not following the competitive process.

Deleted: should

1.2.4 Documentation for Purchase of Servers.

1.2.4.1 Server consolidation and virtualization are important options for reducing hardware costs and achieving greater economies in operational support and energy use. Before replacing existing servers or buying additional servers, agencies must evaluate the feasibility of server consolidation and virtualization.

1.2.4.2 Agencies considering a server purchase should develop their plans in consultation with the OCIO.

1.2.4.3 When purchasing servers, conduct a technical analysis. The technical analysis should identify the business function being served and include hardware requirements, networking requirements, and business continuity requirements. When replacing existing servers, the technical analysis should also include a utilization analysis. If the technical analysis shows virtualization to be the best solution, the enterprise virtual environment will be given first consideration.

1.2.4.4 Based on the technical analysis, evaluate whether consolidation is a feasible option, either through co-location of applications or virtualization. Examples of co-location include multiple applications on a web-server or multiple databases on an SQL server.

1.2.4.5 Submit copies of the quote, technical analysis, evaluation, and all supporting architecture diagrams to the OCIO at least 30 days prior to initiating the procurement process in NIS.

1.3 Approval Timelines

1.3.1 Routine purchases recorded in NIS (using document types ON and 06), such as PCs, laptops, printers, and low cost items will be reviewed and acted upon within one workday.

1.3.2 Procurement requests that are more complex will be reviewed and acted upon within 3 workdays. The action may be a request for clarification or additional information. The goal is to

resolve all issues and provide a final action within 10 workdays, excluding the time an agency requires to respond to requests for additional information.

1.3.3 Reviews of major solicitations (RFPs, RFIs, ITBs) will be reviewed and acted upon within 7 workdays. The action may be a request for clarification or additional information. The goal is to resolve all issues and provide a final action within 12 workdays, excluding the time an agency requires to respond to requests for additional information.

1.4 List of Preapproved Items for Purchase

1.4.1 For the purpose of procurement reviews pursuant to Neb. Rev. Stat. §§ 81-1117, 81-1120.17 and 81-1120.20, the Office of the CIO will maintain a list of preapproved items for purchase by agencies. The list will identify communications equipment and information management items that by their nature are low cost and pose little risk of violating the criteria established in Section 1.1. The list may also designate certain items as not requiring a review because the primary purpose of the items is other than information management. Agencies have prior approval to purchase items on this list.

1.4.2 The list described in this section will appear in Attachment “A” to this document. The Technical Panel may approve revisions to Attachment “A” as requested.

2. Purpose and Objectives

2.1 Statutory Requirements

2.1.1 Communications Equipment

Section 81-1120.17 requires the Division of Communications to “(1) coordinate the purchase, lease, and use of communications services equipment and facilities for state government.” Subsections 4 and 5 require DOC to consolidate and integrate radio communications systems and services, consolidate telephone and telephone-related activities, to provide for joint use of communications services, and to “approve all purchases and contracts for such communications activities.” Section 81-1120.20 requires state agencies to “coordinate all communications services or facilities procurement through the Director of Communications.”

2.1.2 All Other Information Management Items

Section 81-1117(2)(e) states that “No state agency shall hire, purchase, lease, or rent any information management item listed in subsection (a) of this section without the written approval of the information management services administrator.”

2.2 Objectives

The procurement review process should serve the following objectives established in statute:

2.2.1 “Substantial economies can be effected by joint use of a consolidated communications system by departments, agencies, and subdivisions of state government.” [Section 81-1120.01]

2.2.2 “To coordinate the purchase, lease, and use of communications services equipment and facilities for state government.” [Section 81-1120.17(1)]

2.2.3 “To advise departments and agencies of the state and political subdivisions thereof as to systems or methods to be used to meet requirements efficiently and effectively.” [Section 81-

1120.17(2)]

2.2.4 “To prevent unnecessary duplication of information management operations and applications in state government.” [Section 81-1116.02]

2.2.5 “To assure the most cost-effective use of state appropriations” ... and “To coordinate the state’s investments in information technology in an efficient and expeditious manner.” [Section 86-513]

2.2.6 To “adopt minimum technical standards, guidelines, and architectures...” [Section 86-516(6)]

2.2.7 To “coordinate efforts among other noneducation state government technology agencies and coordinating bodies.” [Section 86-520(4)]

2.2.8 To “work with each governmental department and noneducation state agency to evaluate and act upon opportunities to more efficiently and effectively deliver government services through the use of information technology.” [Section 86-520(7)]

2.2.9 To “recommend ... methods for ... making information sharable and reusable, eliminating redundancy of data and programs, improving the quality and usefulness of data, and improving access to data...” [Section 86-520(8)]

2.2.10 To “aggregate demand, reduce costs ... and encourage collaboration between communities of interest” [Section 86-524(1)(c)]

2.2.11 To “encourage competition among technology and service providers.” [Section 86-524(1)(c)]

2.2.12 To coordinate the state’s investments in information technology in an efficient and expeditious manner ... and avoid “cumbersome regulations or bureaucracy.” [Section 86-515]

3. Definitions

3.1 Communications

Section 81-1120.02 includes the following definitions:

“(3) Communications system shall mean the total communications facilities and equipment owned, leased, or used by all departments, agencies, and subdivisions of state government; and (4) Communications shall mean any transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.”

3.2 Information Management Item

Pursuant to Section 81-1117(1), “information management item” includes but is not limited to:

(a) Computer equipment; (b) Peripheral devices (such as data input, data output, data storage, or data communications); (c) Computer code, programs or operating systems; and (d) Service contracts for information technology.

4. Related Documents

- 4.1 [Direct Market Purchase Authority](#) (DAS Materiel Memo dated July 1 of each year)
- 4.2 [NIS Procurement Manuals, Document Flows and Menu Selections](#) - Exception Order Purchases for Communication Equipment and Information Management Items
- 4.3 [NIS Final Level of Approvals](#)
- 4.4 [Entering a Purchase Requisition](#) (Including Information Management Items)
- 4.5 [Entering a Purchase Requisition for OT Equipment](#) (Communications Equipment)

[Attachment A](#): List of Preapproved Items for Purchase

VERSION DATE: DRAFT - September 3, 2009
HISTORY: Adopted on March 4, 2008
PDF FORMAT: <http://nitc.ne.gov/standards/1-204.pdf>

Technical Panel
of the
Nebraska Information Technology Commission

Standards and Guidelines

NITC 1-204: IT Procurement Review Policy (Revised)

Comments Received

Comment 1:

Comments from my staff;

Applicability says all State agencies – Does this include OCIO? If yes, do they oversee their own purchasing or is that approved by someone else?

I think Section 1.2.4 needs to be removed completely but if it does stay in;

Section 1.2.4.2 – Doesn't this go without saying considering the first paragraph in the policy?

Section 1.2.4.3 – The last sentence should be removed. There has been no discussion on an enterprise solution and at SGC meetings it has only been brought up as a possible shared service.

Section 1.2.4.3 – A cost analysis needs to be included. It should also be stated that cost is a major consideration in the solution as per Objective 2.2.5. It should also be stated that cost analysis and technical analysis must be provided by the OCIO for any alternative solutions that may be suggested.

Section 1.2.4.5 – 30 days seems long, maybe 10 days? Do we need to specify working days or calendar days? Reason I ask is that in 1.3.2 and 1.3.3 we specify workdays.

Who arbitrates—and for what time frame—when the OCIO and agency cannot come to an agreement or is the OCIO word final?

NITC 5-301 DRAFT

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 5-301 (Draft Revised)

Title	Use of Computer-based Fax Services by State Government Agencies
Category	Groupware Architecture
Applicability	Standard for all state government agencies, excluding higher education

1. Standard

State agencies needing computer-based fax services, including desktop and application based faxing, will use the "OCIO Internet Fax System" maintained and hosted by the Office of the CIO.

This standard does not apply to the use of stand-alone fax machines connected directly to a telephone line.

2. Purpose

The purpose of this standard is to provide state government agencies a technical solution for sending and receiving electronic faxes directly from computers.

2.1 Background

Sending Faxes - The traditional method for sending a fax is to scan a printed copy into a fax machine and manually entering a phone number to transmit a copy to an external fax machine. This method consumes staff time when copies must be sent to multiple destinations. Sequential transmissions to a large number of recipients can take too much time in an emergency situation.

An alternative method for faxing documents is the use of a high-capacity, state-run fax server activated directly from a computer. The sender never leaves the workstation and can fax documents directly from the email system. The body of the email can include a wide array of attachment formats.

Destination fax numbers can be stored in the email address book. Group lists can be used for mass distribution. Multiple destination fax machines can be contacted at the same time to reduce the total time to deliver information in an emergency situation.

Receiving Faxes - The traditional method for receiving faxes is to have incoming faxes printed at a local fax machine. An attendant watches for incoming faxes and manually routes the document to the intended user. Photocopies must be produced manually when the information needs to be routed to several people.

A fax server routes incoming faxes to an email inbox where the information can be reviewed for distribution. This electronic image can be forwarded to multiple email addresses without the need for printing or photocopying. An added benefit of receiving electronic fax images is that the image can be copied into a document management system for processing without the need for scanning the printed faxes.

Fax Server - A fax server is a computer connected to a network that uses a pooled collection of phone lines for users to send and receive faxes. The state run electronic

fax server system, called "OCIO Internet Fax System," is available for use by agencies within state government.

VERSION DATE: Draft - June 11, 2009

HISTORY: (to be added)

PDF FORMAT: (to be added)

NITC 7-101 (DRAFT)

Technical Panel
of the
Nebraska Information Technology Commission

Standards and Guidelines

Draft Document 30-Day Comment Period

Title: Acceptable Use Policy

Notes to Readers:

1. The following document is a draft document under review by the Technical Panel of the Nebraska Information Technology Commission (NITC). This document is posted at <http://nitc.ne.gov/standards/comment/>.
2. If you have comments on this document, you can submit them by email to rick.becker@nebraska.gov, or call 402-471-7984 for more information on submitting comments.
3. The comment period for this document ends on October 9, 2009.
4. The Technical Panel will consider this document and any comments received at a public meeting following the comment period, currently scheduled for October 13, 2009. Information about this meeting will be posted on the NITC website at <http://nitc.ne.gov/>.
5. For reference purposes, the current version of this document, adopted by the NITC on March 9, 2004, is posted here: http://nitc.ne.gov/standards/network/aup_20040309.pdf

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

NITC 7-101 (Draft Revised)

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)]

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.

The purpose of the State Communications System is to provide a vehicle that allows voice, video, data or wireless communications to occur between agencies and across interstate and intrastate boundaries. Use of the system is subject to the policies and standards contained in this document.

VERSION DATE: DRAFT - September 2, 2009

HISTORY: Original version published by the Division of Communications, dated September 1997. Revised version adopted by the NITC on March 9, 2004.

PDF FORMAT: (to be added)

Technical Panel
of the
Nebraska Information Technology Commission

Standards and Guidelines

NITC 7-101: Acceptable Use Policy (Revised)

Comments Received

Comment 1:

Rick, under 2.3, I would like to insert new language to read, “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. § 14,101.01 (2) and § 14,101.02 (2)]

In addition, I think the last paragraph under 5.1 describing the purpose of the State Communications System can be eliminated, unless you have strong feelings otherwise.