

State of Kansas
Information Technology Executive Council

Information Technology Policy 1200, Revision 1

1.0 TITLE: Acceptable use of the Internet

1.1 EFFECTIVE DATE: October 14, 1999

Revised: October 26, 2006

1.2 TYPE OF ACTION: Update

1.3 KEY WORDS: Enterprise Security Policy, KANWIN, computer usage policy, acceptable computer use policy, Internet usage policy.

2.0 PURPOSE: To establish a common, uniform use policy for all state entities regarding use of the Internet by employees.

3.0 ORGANIZATIONS AFFECTED: All branches, boards, commissions, divisions, departments and agencies of the state, hereafter referred to as Entities.

4.0 REFERENCES:

4.1 K.S.A. 1998 Supp. 75-7203 authorizes the ITEC to: Adopt information resource policies and procedures and provide direction and coordination for the application of the state's information technology resources for all state entities.

5.0 DEFINITIONS: The following definitions are applied throughout this policy and procedure memorandum.

5.1 Official State Internet Use is the access to or distribution of information via the Internet by state officers or employees, which is in direct support of Official State Business. "Official State Business" is defined in K.A.R. 1-17-1 as "The pursuit of a goal, obligation, function, or duty imposed upon or performed by a state officer or employee required by employment with this state."

5.2 Other Appropriate Use. By authorizing the payments for access to KANWIN and/or the Internet Service Provider the head of a State Agency has the implicit authority and responsibility to determine when and under what circumstances the officers and employees of that entity can use the Internet for activity other than described in 5.1. This will constitute other appropriate use.

5.3 Inappropriate Use of the Internet is the access to the Internet by an officer or employee of the state in violation of that officer or employee's entities' policies and procedures, or the procedures of this policy and procedure memorandum; as well as other unapproved unofficial uses, including but not limited to unauthorized access or distributing pornographic materials on the Internet.

6.0 POLICY: In order to establish a common, uniform policy for all state entities regarding use of the Internet, the following procedures are established.

6.1 Officers and employees of the state shall not use the Internet for other than official business unless the heads of their entities have established written policies regarding other appropriate use of the Internet.

6.2 The head of any state entity may establish a policy in writing to allow officers and employees of that entity to use the Internet, provided that any costs associated with other appropriate use, if permitted, are properly reimbursed.

6.3 Each entity that has established policies, or that establishes new policies and procedures for use of the Internet shall maintain on file a copy of those written policies and procedures. The written policy must contain well-defined procedures for Internet monitoring tools, the ability to use them, and to recover the costs for this activity if appropriate.

6.4 Any officer or employee of the state who engages in Inappropriate Use of the Internet shall be subject to disciplinary action, including, but not limited to demotion, suspension, and termination. In every case, however, the offending officer or employee shall be required to reimburse the state for the total value of any Internet fees incurred in violation of this policy and procedure memorandum and of any state entity's established policies and procedures.

7.0 PROCEDURES:

7.1 All entities that do not have their own policy for acceptable use of the Internet must electronically publish and inform all employees of the respective entity within 30 days of adoption of this policy by ITEC.

7.2 All entities, who have their own policy for acceptable use of the Internet, as permitted under Section 6 above, must ensure their policy does not contradict this policy.

7.3 All entities must establish procedures to ensure their employees have read either this policy or their own agency policy for acceptable use of the Internet at least annually.

8.0 RESPONSIBILITIES:

8.1 Heads of entities are responsible to establish procedures for their organizations to comply with the requirements of this policy.

8.2 The Chief Information Technology Officer, Executive Branch, is responsible for the maintenance of this policy.

9.0 CANCELLATION: Replaces ITEC Policy #1200 titled, "Acceptable Use of the Internet."