



GOVERNMENT OF GUAM
HAGATNA, GUAM 96910

December 17, 2010

MANAGEMENT DIRECTIVE NO. 11-002

To: All GIAA Employees
From: Mary C. Torres, Executive Manager *mtorres*
Subject: Internet Usage Policy

INTERNET USAGE POLICY

This policy statement sets forth GIAA's policies with respect to acceptable use of any GIAA provided Internet access resources (all computer devices, browser software and communications lines to the Internet). This policy covers all Internet services, including but not limited to, use of the World Wide Web, file transfer, remote computer access, news services, social networking, instant messaging, blogs, wikis, and video and other file sharing sites. This policy applies whether the Internet use is from GIAA facilities or from remote locations. To the extent that Internet access is used to send or receive e-mail, this policy should be read with GIAA's policy relating to use of e-mail.

APPROPRIATE USE OF INTERNET ACCESS

GIAA's Internet access resources are, like other resources of GIAA, first and foremost made available for GIAA related business. Internet services provided by GIAA, like other GIAA equipment and resources, are generally to be used only for authorized purposes, such as GIAA business, research, training, and professional development.

PERSONAL USE

Limited personal use of the Internet during working or non-working hours and the use of all computer devices, networks, and printers to support such access, is authorized, provided it does not interfere with official duties, pose a security risk, create the impression that the individual's personal views or activities represent the official position of GIAA or consume excessive resources. Excessive resource use is ultimately a matter for management judgment, but generally excessive resource use includes such activities as burdening an e-mail box with personal and/or non-GIAA business related content, creating or transmitting personal mass mailings or chain letters, downloading or sending large personal files via e-mail, or downloading large non-work related audio or video streams. Also, any level of personal use that interferes with an individual's work efficiency is excessive. Use of the Internet through GIAA systems or equipment is a privilege that may be revoked at any time.



PROHIBITED USES

Personnel may not use GIAA Internet services for the following activities during working or non-working hours:

- Pursuit of private commercial business activities or profit-making ventures (e.g. personnel may not operate a business or pursue employment activities with the use of GIAA's computers or Internet resources). This includes any compensated, outside employment.
- Engagement in matters directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group, or an activity in support of political fundraising.
- Use that could generate or result in an additional charge or expense to GIAA.
- Accessing, creating, downloading, viewing, storage of, copying, or transmitting sexually explicit or sexually oriented material.
- Participation in or encouragement of illegal activities or the creation of, downloading, viewing, storage of, copying, or transmission of materials that are illegal or discriminatory.
- Unauthorized destruction of GIAA data or resources.
- Unauthorized sharing of GIAA information or software not authorized for disclosure or use by others or in a manner that is not authorized, to include peer-to-peer file sharing.
- Transmission of sensitive information without adequate security protection.
- Use of an individual's title or the name of GIAA when using a social networking site, blog, wiki, video or other file sharing site, or other web site or web service for personal reasons. Such use might give the false impression that an individual's personal communication represents GIAA.
- Engagement in any activity that would bring discredit to GIAA or would violate any statute or regulation or GIAA policy.

CONFIDENTIALITY CONSIDERATIONS

Disclosure of user information is inherent in Internet usage. Users should be aware that they may be inadvertently disclosing confidential information about themselves and GIAA to web site operators or third parties.

- Particularly when Internet usage is undertaken in connection with GIAA-related matters, users should be aware that web sites and other internet locations are capable of monitoring and tracking user-specific and GIAA usage, the frequency and length of user visits, any items searched and any information that was retrieved and downloaded.
- When web sites and other internet locations require information about GIAA or its resources as a condition of registration or access, users should not disclose sensitive or propriety information. Providing public information about GIAA is permissible, but users should clear any disclosure of propriety information with the Executive Manager.
- Many web sites use “cookies,” which are files that are sent to a user’s hard drive and allow internet services to keep track of specific user information. In the interests of maintaining user privacy and the confidentiality of information about GIAA, its users and their usage patterns, GIAA’s internet browser may be modified to require the express consent of the user before a web site is allowed to install a cookie on a user’s computer. In most cases, web sites remain fully accessible even when a user declines to permit the cookie to be installed.

PRIVACY

Personnel should be aware that their use of GIAA equipment may be monitored or recorded. Anyone using GIAA equipment consents to such monitoring. If monitoring reveals evidence of possible misconduct or criminal activity, such evidence may be referred to law enforcement or other officials for appropriate action. No user should have any expectation of privacy as to his or her internet usage. GIAA reserves the right to inspect any and all files stored in private areas of its network, including personal areas or individual computers.

QUESTIONS

If you have any questions or comments concerning this Internet Usage Policy, please contact the Executive Manager or our Human Resources/ Personnel Department. If you do not have any questions, GIAA presumes that you understand and are aware of the rules and guidelines in this Email Policy and will adhere to them.

DECLARATION

I have read, understand and acknowledge receipt of the Internet Usage Policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

Signature: _____

Date: _____

Printed Name: _____