Procedure No. 2205.07: Use Of Intranet And Internet
Reference: Policy No. 2205
Effective: 12/28/04
Prior Issue: 04/30/04

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) specifies rules for use of the Intranet Browser and Internet Browser. The Management Information System (MIS) Chief Information Officer (CIO), or designee, is authorized to install and/or modify Intranet and Internet Browser Connections. Unauthorized entry or attempted unauthorized entry onto the Intranet and/or Internet shall be regarded as a security violation.

Rules:

1. All ADJC users are permitted access to the Intranet. **THE DIRECTOR, RESPECTIVE DEPUTY/ASSISTANT DIRECTOR, PROGRAM ADMINISTRATOR, OR SUPERINTENDENT OF EDUCATION** may permit user's access to the Internet to assist the users in their work performance.

2. **USERS** desiring Internet Browser access shall request the service in writing on Form 2205.07A:
   a. **USERS** shall include in the written request a description of how the Internet Browser will be used and how this Internet connection will be secured against use by unauthorized persons;
   b. **USERS** shall process the requests through the chain of command;
   c. The **APPROVING AUTHORITY** shall forward the approved request to the CIO or designee.

3. The **CIO OR DESIGNEE** shall inspect the approved installations for security. The **CIO OR DESIGNEE** shall notify the approving authority of any potential security problems and shall defer installation pending the review of the approving authority.

4. **ADJC USERS** shall not move, change, or physically alter in any manner the Intranet or Internet Browser connection. Any violations shall be regarded as a computer violation.

5. **ADJC USERS** shall not privately obtain and/or install any type of unauthorized Intranet or Internet Browser on a state-owned computer. Any violation shall be regarded as a computer violation.

6. **ADJC USERS** shall regard it to be a computer violation if the Internet Browser is used to access the Internet by persons who are not authorized to have Internet access through ADJC.

7. **ADJC USERS** shall observe all software licensing and copyright restrictions mandated by state and federal law.

8. **AN EMPLOYEE'S IMMEDIATE SUPERVISOR, CHAIN OF COMMAND, OR AUTHORIZED INVESTIGATOR** may request a written report of Internet activity and sites visited by using form 2205.07. **MIS** shall maintain a log of all Internet activity for up to 60 days.

9. **USERS** may keep a copy of "Internet Favorites" in the employee's server home directory for backup purposes.

10. The "downloading" of Internet files can result in the introduction of computer viruses to ADJC equipment and files. After each download, the **USER** shall insure that anti-virus programs are executed.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: