

NEBRASKA DEPARTMENT OF EDUCATION

ADMINISTRATIVE MEMORANDUM #708

ISSUED: JANUARY, 2011

TO: Nebraska Department of Education Staff
FROM: Roger. D. Breed, Commissioner of Education
SUBJECT: Computer Equipment, Internet Access, Electronic Mail and Portable Electronic Communication Devices Acceptable Use

FOR ASSISTANCE: Call Lori Henkenius at 471-4733
(Vocational Rehabilitation or Assistive Technology staff -- call Dan Dulaney at 471-0963)
(DDS staff -- call Jim Williams at 471-2965)

PURPOSE

This memorandum provides employees with standards for acceptable use of NDE computer equipment, Internet access, electronic mail and portable electronic communication devices. For the purposes of this administrative memorandum, Internet access means any method of connecting to the NDE/state computer network for the purpose of searching, browsing or otherwise accessing Internet resources on the World Wide Web. These standards apply to employee use of NDE computer equipment, Internet access, electronic mail and portable electronic communication devices in the NDE offices and by remote access outside NDE offices. In regard to use of computer equipment and resources, staff should also consult the Chapter titled "Code of Ethics" in the [NDE Personnel Rules](#).

NDE computer equipment, Internet access, electronic mail and portable electronic communication devices are public resources. These public resources are provided to NDE employees for the conduct of state business. In addition, the NDE computer equipment, Internet access, electronic mail and portable electronic communication devices may be used by employees to communicate with children at home, teachers, doctors, day care centers, and baby-sitters, to family members to inform them of unexpected schedule changes, and for other essential personal business. Subject to the standards listed below, use of the NDE computer equipment, Internet access, electronic mail and portable electronic communication devices for essential personal business shall be kept to a minimum during breaks or outside work hours and shall not interfere with the conduct of state business.

Acceptable uses of NDE Computer Equipment, Internet Access, Electronic Mail and Portable Electronic Communication Devices Include:

1. To communicate regarding work-related matters with NDE internal and external customers including, but not limited to, other state agencies, units of government, citizens, advisory committees or professional associations related to the employee's duties and responsibilities;
2. To apply for OR administer grants or contracts for work-related applications;
3. To access databases, files or information from the Internet for work-related purposes;
4. To communicate with providers of NDE employment benefits (including insurance, retirement and flex spending accounts); and
5. To utilize a Department approved Instant Messaging account.

**Examples of Unacceptable Uses of NDE Computer Equipment/Internet Access/Electronic Mail/
Portable Electronic Communication Devices**

1. Use to violate the privacy of other users and their data (e.g. employees shall not intentionally seek information on/obtain copies of/or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user, and such authorization is appropriate).
2. Use to violate copyright and licensing laws applied to programs, data, videos, and music.
3. Use to install software without prior authorization. Education/Agency Support must receive authorization from Lori Henkenius. Vocational Rehabilitation or Assistive Technology employees must receive authorization from Dan Dulaney. Disability Determinations employees must receive authorization from Jim Williams. Use of all such software must comply with the applicable license agreement provisions.
4. Use to violate the integrity of computing systems. Employees shall not develop or use programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system. Employees shall not access personal e-mail accounts from work since these Internet accessible sites may not be fully protected and can infect our systems.
5. Use of NDE computer equipment/Internet access/electronic mail/portable electronic communication device for fund-raising or public relations activities unrelated to an individual's employment by the State of Nebraska.
6. Use to transmit material in violation of any local, State or federal law or regulation.
7. It is prohibited to transmit or knowingly receive threatening, sexually explicit, or harassing material, which includes material that is derogatory towards a group or individual based upon race, sex, sexual orientation, color, religion, disability, age, or national origin. If an employee receives threatening, sexually explicit, or harassing material, Education/Agency support employees must report it to Lori Henkenius. Vocational Rehabilitation or Assistive Technology employees must report to Dan Dulaney. Disability Determinations employees must report to Jim Williams.
8. Use of NDE computer equipment/Internet access/electronic mail/portable electronic communication device or any attached network in a malicious or disruptive manner that precludes or significantly hampers its use by others. Disruptions include, but are not limited to, distribution of *unsolicited advertising*, propagation of computer worms or viruses, and use of NDE computer equipment/Internet access/electronic mail to make unauthorized entry to any other machine accessible via the network.
9. Use to advertise a product or service on behalf of self or others.
10. Use of NDE computer equipment/Internet access/electronic mail/portable electronic communication device for recreational games or personal shopping.
11. Use of NDE computer equipment/Internet access/electronic mail/portable electronic communication device to conduct private business activities or for private financial gain, including but not limited to, stock trading, personal on-line banking, private consulting, and teaching.
12. Misrepresentation of one's self, an agency, or the State of Nebraska when using NDE computer equipment/Internet access/electronic mail/portable electronic communication device.

**Examples of Unacceptable Uses of NDE Computer Equipment/Internet Access/Electronic Mail/
Portable Electronic Communication Devices (continued)**

13. Use to submit on-line personal information, including the employee's state email address.
14. Use to play Internet radio stations, store music or personal picture files, or play non-work related videos.
15. Use, which maintains an open, continuous Internet connection to a non-business related entity (e.g., Weather Bug and Iwon).
16. Use of NDE's wireless network or computer lab to engage in any of the above unacceptable uses, regardless of whether or not personal computer equipment (i.e., laptop, printer) is used to connect to the network or print unauthorized material.
17. Use of NDE computer equipment/Internet access/portable electronic communication device for non-work related reading and entertainment that is not done while on break times and is not done so as to be kept to a minimum.

Security Safeguards

Except as permitted by this memorandum, employees are prohibited from allowing non-employees to use NDE computer equipment/Internet access/electronic mail/portable electronic communication device. Contractors, volunteers, and unpaid interns may have access to NDE computer equipment/Internet access/electronic mail /portable electronic communication device as deemed appropriate by their designated supervisory staff member pursuant to the terms of this Administrative Memo.

Employees are required to use passwords that are a minimum of eight alphanumeric characters and meet the password guidelines listed in Appendix A. Passwords must be changed every 90 days. Passwords should not be inserted into email messages or other forms of electronic communication except when requested by Network Services staff. Employees are prohibited from sharing passwords to any State government computer system with individuals inside or outside the Department of Education. Passwords are to be kept confidential and stored in a safe and inconspicuous place. If NDE supervisors or co-workers need access to password-protected files, Education/Agency support employees must contact Lori Henkenius. Vocational Rehabilitation or Assistive Technology Partnership employees must contact Dan Dulaney. Disability Determinations employees must contact Jim Williams.

Employees are responsible for taking reasonable steps to safeguard the integrity of the NDE computer system, including but not limited to logging out of the computer system or locking workstations before the employee leaves his/her office. All desktops and laptops must use a screen saver designated by Network Services. The screen savers will have a 15-minute timeout setting at which time an automatic desktop lock will be activated when the screen saver starts. Re-entering the network password will unlock the computer.

Enforcement

NDE reserves the right to monitor use of all NDE computer equipment, Internet access, electronic mail and portable electronic communication devices for purposes of enforcing these acceptable use standards. Accordingly, employees do not have a privacy right with regard to their use of NDE computer equipment, Internet access, electronic mail and portable electronic communication devices.

NDE will take remedial action in response to a violation of this memorandum. Remedial action may include disciplinary proceedings against the employee responsible for the violation of any of the provisions of this memorandum, up to and including termination of employment. If, in the judgement of NDE, it is believed that criminal activity has taken place, NDE will notify the proper authorities and will assist in any investigation and prosecution of any offense.

Employees who are aware of improper use of state resources should report it to their supervisor or Lori Henkenius. Vocational Rehabilitation or Assistive Technology employees should report it to Dan Dulaney. Disability Determinations employees should report it to Jim Williams.

Frequently Asked Questions (FAQ)

For specific examples of the application of this administrative memorandum, see the Acceptable Use [FAQ](#), which is incorporated into this administrative memorandum as Appendix "B."