

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name: Inappropriate/Prohibited Use of the Internet</b>		
<b>Policy Number:</b> 105.11	<b>Effective Date:</b> 01/01/15	<b>Page Number</b> 1 of 4
<b>Authority:</b> Owens/Dozier/McMurry	<b>Originating Division:</b> Executive Division - OIT	<b>Access Listing:</b> Level I: All Access

I. Introduction and Summary:

The purpose of this procedure is to provide guidance to individuals utilizing Georgia Department of Corrections (GDC) resources to access the Internet. This document is intended to provide direction on acceptable Intent usage and those situations that constitute inappropriate or prohibited use of the Internet.

II. Authority:

- A. O.C.G.A: 16-9-90 (Georgia Computer Systems Protection Act)
- B. Standard Operating Procedures: IIA05-0003, IVJ02-001

III. Definitions:

None

IV. Statement of Policy and Applicable Procedures:

Internet access through the GDC network imposes certain responsibilities and obligations on users. Users accessing the Internet are subject to all federal, state, and local policies governing network and Internet access and usage. As a condition of being granted access by GDC, each individual must comply with this policy and refrain from inappropriate prohibited use at all times.

**A. INTERNET USAGE MONITORING**

1. Individuals with access to the Internet through the GDC network should be aware that any information accessed, downloaded, or transmitted may be reviewed by agency management. While GDC respects the privacy of those individuals accessing the Internet, the importance of ensuring appropriate use of state resources may result in the occasional monitoring of Internet sites visited by individuals that utilize GDC resources to access the Internet. Inappropriate Internet usage can cause network performance issues but most importantly expose the GDC to significant legal liability and reflect discredit on the agency.

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2. When using GDC resources to access the Internet and Internet sites, individuals are consenting to the monitoring of their use and have no reasonable expectations of privacy in the use of these resources.

## **B. INAPPROPRIATE USE**

Any use of the Internet (Word Wide Web) that is not in the best interest of the GDC or the State of Georgia will be considered inappropriate. This list is not considered to be all inclusive. Inappropriate Internet use includes, but is not limited to:

1. Uploading or downloading commercial or agency software that would be considered infringement of any copyright, trademark, patent or other intellectual property rights
2. Unauthorized distribution of GDC data and information
3. Playing online games
4. Participation in peer-to-peer music or video file sharing sites
5. Knowingly downloading or distributing pirated software, information, or malicious program code
6. Conducting any activity or solicitation for political or religious causes
7. Participation in on-line chat programs unless specifically authorized by GDC
8. Performing any activity that could cause the loss, corruption of, or prevention of rightful access to data or the degradation of system or network performance
9. Conducting for-profit activities to include business transactions, private advertising of products or services, and any activity meant to foster gain
10. Conducting unauthorized not-for-profit business activities

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11. Any other activity that would reflect discredit on GDC

### **C. PROHIBITED USE**

Any use of the Internet (World Wide Web) for the following purposes is strictly prohibited:

1. Creation, accessing, downloading, or transmitting sexually explicit, obscene, or pornographic material
2. Assessing or participation on online gambling
3. Posting, accessing, or downloading material that could be considered discriminatory, offensive, threatening, harassing or intimidating
4. Conducting any illegal activities as defined by federal state, or local laws or regulations
5. Knowingly to deceive through false impersonation or the use of another individuals identity

### **D. PENALTIES FOR MISUSE OF INTERNET ACCESS**

Individuals using GDC provided Internet access agrees to adhere to the policies and guidelines established by the agency. Alleged violations of this policy will be reviewed on a case-by-case basis.

1. Internet access can be revoked at any time.
2. Clear and willful violations or abuse of what is considered to be acceptable use will be subject to appropriate disciplinary action, up to and including termination from employment.
3. In appropriate circumstances and when justified, criminal or civil action may be initiated.

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V. Attachments:  
None