
Appropriate Use and Monitoring [1]

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SS-08-001 Appropriate Use and Monitoring

Issue Date: 3/31/2008

Revision Effective Date: 3/31/2008

PURPOSE

State of Georgia information technology resources are provided to authorized users to facilitate the efficient and effective performance of their duties. The use of such resources imposes certain responsibilities and obligations on Users and is subject to **state government policies and applicable state and federal laws. It is the responsibility of Users to ensure that such resources are not misused.**

STANDARD

State information technology resources are to be used to conduct official state business.

Users of state information technology resources shall assume NO expectation of personal privacy outside protections provided by the Privacy Act or 1974, HIPAA, and/or other federal, state, or local regulations.

All information created, transmitted, and stored on State information technology resources is the sole property of the state and is subject to monitoring, review, and seizure.

Logging on to any State information system is an acknowledgement of this standard and an agreement to abide by it and all other governance regarding its use.

All Agencies shall provide notice of the right and intent to monitor by displaying an Appropriate Use Banner on all computers.

SUPPLEMENTAL EXCEPTION

Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.

GUIDELINES

The following is provided as an example banner which agencies may use or modify as they deem appropriate. Ideally such banners would be part of standard log-on procedures; however, alternatives such

as stickers or labels affixed to monitors, as well as signed and retained user acknowledgement statements may also be used.

WARNING: Use of this computer is restricted and monitored!
This computer is the property of the {AGENCY NAME HERE} and is to be used for the conduct of official state business. You are legally responsible for your activities pursuant to Article 6 of Chapter 9 of Title 16 of the Official Code of Georgia Annotated, (the Georgia Computer Systems Protection Act), as well as all other applicable state and federal laws, including Enterprise Information Security Policy x.x.x. By continuing you agree to abide by all established {AGENCY NAME HERE} policies on computer use. State Agencies provide IT equipment as necessary to employees and others for the efficient and effective performance of their duties. IT equipment is provided to carry out job duties, facilitate business-related research and access to information, and also to enhance communication with customers, vendors, colleagues and others receiving services/products from, doing business with, or seeking information from the State. Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur, if permitted by the Agency. Any such use should be brief, infrequent, and shall not interfere with User's performance, duties and responsibilities.

Agencies may also use filtering software in order to better ensure and/or monitor compliance with this Policy.

TERMS and DEFINITIONS

Inappropriate usage includes (but is not limited to) actual or attempted usage of information technology resources for:

- Conducting private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- Conducting unauthorized not-for-profit business activities;
- Conducting any illegal activities as defined by federal, state, and local laws or regulations;
- Creation, accessing or transmitting sexually explicit, obscene, or pornographic material;
- Creation, accessing or transmitting material that could be considered discriminatory, offensive, threatening, harassing, or intimidating;
- Creation, accessing, or participation in online gambling;
- Infringement of any copyright, trademark, patent or other intellectual property rights;
- Performing any activity that could cause the loss, corruption of or prevention of rightful access to data or the degradation of system/network performance;
- Conducting any activity or solicitation for political or religious causes;
- Unauthorized distribution of state data and information;
- Attempts to subvert the security of any state or other network or network resources;
- Use of another employee's access for any reason unless explicitly authorized;
- Attempts to modify or remove computer equipment, software, or peripherals without proper authorization.
- Attempts to libel or otherwise defame any person

Information Technology Resources or IT Resources means hardware, software, and communications equipment, including, but not limited to:

personal computers, mainframes, wide and local area networks, servers, mobile or portable computers, peripheral equipment, telephones, wireless communications, public safety radio services, facsimile machines, technology facilities (including but not limited to: data centers, dedicated training facilities, and

switching facilities), and other relevant hardware and software items as well as personnel tasked with the planning, implementation, and support of technology.

RELATED ENTERPRISE POLICIES, STANDARDS, GUIDELINES

[Appropriate Use of Information Technology Resources \(PS-08-003\)](#) ^[4]

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