STATE OF ALABAMA

Information Technology Policy

Policy 630-02: Internet Access

OBJECTIVE:
Establish policies for Internet access and use.

SCOPE:
This policy applies to all users (State of Alabama employees, contractors, vendors, and business partners) of any State-managed information system resources.

RESPONSIBILITIES:
The State reserves the right to access, monitor, or disclose all Internet activity as required in the course of monitoring, auditing, or responding to legal processes or investigative procedures.

Users:

Access to the Internet is provided as a business and informational resource to support and enhance the capability of Internet users to carry out their job responsibilities. Internet users are expected to handle their access privileges in a responsible manner and to follow all Internet-related policies and procedures.

Users do not enjoy any right of personal privacy when using Internet services. All records created as a result of using Internet services are government records. As such, these records are subject to the provisions of state laws regarding their maintenance, access, and disposition.

Agency Heads or Agency IT Managers:

Ensure that each employee, agent, contractor, or other person utilizing Internet services has been advised of and understands all policies and restrictions applicable to the use of such services.

Take appropriate managerial and/or disciplinary action for inappropriate uses of Internet services by state employees or other persons accessing Internet services through that agency.

Internet usage records are public records under the Alabama public records laws and shall be made available to the public upon lawful request. If an agency deems their use of Internet services is an exception to the public records laws, the agency head shall request exception through the State Records Commission.

ENFORCEMENT:
Refer to Information Technology Policy 600-00: Information Security.

By Authority of:

Chief Information Officer — Date: 3/2/06

Policy History

Version	Release Date	Comments
Original	03/02/2006	