



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Interim Secretary Timothy Niermann **Date:** 11/05/2018

Subject: Internet Access and Use

Section: FDJJ – 1205.40

Originating Office: Administrative Services

Authority: Section 282.318, Florida Statutes, Security of Data and Information Technology Resources

Related References: FDJJ 1205.50 - Network User Accounts
 FDJJ 1235 - Utilization of Information Technology Access Permissions and Resources.
 FDJJ 1205.30 - Information Resource Security Standards and Guidelines, Attachment 1 - Florida Department of Juvenile Justice Information Security Handbook

Purpose: This policy defines the scope of use for the Department's Internet services and establishes guidelines for both unacceptable, prohibited use, *and* permissible limited personal use of the Department's Internet resources.

Offices Affected by the Policy: All offices within the Department and all Department providers, contractors, vendors, and employees of third party organizations that utilize the Department's Internet services.

POLICY STATEMENT:

- Internet services shall be used to assist Department employees, providers, and contractors in the performance of work duties.
- Limited, non-commercial personal use of the Department's Internet services shall be permitted only during non-work/unpaid hours (for example, before and after scheduled work hours and during allotted lunch periods).
- The use of the Department's Internet services is monitored and may be audited by the Department using various means. This may occur any time without the knowledge of or prior notice to employees.
- Department employees shall be responsible for safeguarding their access to DJJ Internet services and will be held accountable for all Internet access and use performed under his/her username and password. Therefore, Department employees, providers and contractors are prohibited from sharing usernames and passwords with anyone, under any circumstances.

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SUBJECT: Internet Access and Use

SECTION: FDJJ - 1205.40

- Inappropriate, prohibited use of the Internet, whether intentional or unintentional, may result in disciplinary action up to and including dismissal. Inappropriate use of state equipment and resources includes, but is not limited to, accessing the following types of non work-related Internet sites or conducting the following types of activities:
 - Gambling or accessing gambling websites.
 - Accessing or possessing pornographic, sexually explicit or sexually oriented material in the workplace or with state equipment. This includes viewing, downloading, copying, faxing, sharing videos, photographs, music, and written material.
 - Accessing or possessing hate literature, illegal drugs, illegal drug paraphernalia, weapons, hacker websites, gang-related material, or violent material. This includes offensive material concerning sex, race, national origin, religion, age, disability or other characteristics or special classes protected by law, regardless of intent.
 - Accessing social networking, streaming services, chat rooms, blogs, message boards, political groups, singles clubs, or dating services.
 - Using state equipment or resources to represent, express opinions, or otherwise make statements on behalf of the Department or any unit of the agency without authorization to do so.
 - Conducting any activity that is unlawful or violates Department policy or federal, state, or local laws. This includes using state equipment for commercial purposes or for personal financial gain.

- Access to aforementioned websites is permitted for valid work purposes, however, approval is required. Reference FDJJ 1205.40 Procedures for additional details.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.