

**Department of Natural Resources**

Information Technology Policy No. 1  
Effective Date: August  
Subject: Computer Usage Policy  
Authorization: R.S. 36:353

**I) PURPOSE:**

To ensure that computers, networks, software and other Information Technology resources are used for business related purposes only; to ensure that all communications are made in a professional manner; and to place limitations on the use and storage of communications and services. Compliance with this policy will ensure that the business affairs of this Department are conducted orderly, efficiently and professionally.

**II) APPLICABILITY:**

This policy applies to the following “DNR Computer Users”:

1. All DNR classified and unclassified employees, temporary appointments, student workers, and other workers employed by the Department.
2. DNR contractors, consultants, and temporaries.
3. Workers from other government agencies, including the Federal Government and other State agencies, utilizing DNR computer resources.

**III) POLICY:**

**1. Equipment/Services are the property of the State to be used only for legitimate business purposes.**

Computers, software, computer media such as diskettes, CD-ROMs, cartridges, tapes, optical disks, etc., are the property of the State of Louisiana to be used exclusively for legitimate business-related purposes. Internet/Intranet services, E-Mail and other on-line services are likewise to be used exclusively for legitimate business-related communications. As such, DNR Computer Users are prohibited from using State equipment and services for personal business.

**2. Content of communications not to express opinions or violate any workplace discrimination/harassment policy.**

No E-Mail or other on-line communication is to express personal views, beliefs or opinions

of a DNR Computer User; nor opinions concerning the operations/policies of the Department or personnel of the Department.

Workplace discrimination and harassment prohibitions equally apply to all written, E-Mail and other on-line communications. Absolutely no obscenities, vulgarities, sexual communications, racial, age, disability, ethnic or gender oriented disparaging communications, or other defamatory or derogatory information, is to be transmitted, received, printed or stored.

The recipient of any improper (discriminatory, harassing, obscene, defamatory or derogatory) communication is to immediately lodge a complaint with his/her direct supervisor, or contract manager, as appropriate.

3. **ALL\_BTR** and **ALL\_DNR** electronic broadcast messages are to be approved by and disseminated through the Office of the Secretary, the Public Information and Communications office, Deputy, Undersecretary or Assistant Secretaries' offices, Human Resources Director or the IT Director or IT designated staff.
  
4. **All DNR Internet and Intranet Web postings are screened/approved by the Internet/Intranet Review Team.**

To ensure the appropriateness of all written and graphic material proposed or presented for publication, all DNR Internet and Intranet web entries will be reviewed prior to actual posting. A request to post on the Internet or Intranet must be submitted in writing, by the Assistant Secretary to the Public Information Officer who serves as Chairperson of the Internet/Intranet Review Team. The review team will include the Public Information Officer, Undersecretary or his designee, Confidential Assistant to the Secretary, Human Resource Director and the Department's web master. The Public Information Officer will convene the review team who will evaluate the request using the following criteria:

1. aesthetics
2. grammatical usage
3. format and style
4. content, and
5. "message-conveyed"

Entries reviewed and approved by the DNR Review Team will be posted and the Assistant Secretary notified. Entries not approved by the Review Team will be returned to the Assistant Secretary with an explanation of why the request did not meet the established criteria. The Assistant Secretary may resubmit the entry after the criterion has been met. A second request will follow the same process as the initial request for posting.

**5. DNR Computer Users have no expectation of privacy regarding the use of State equipment or services.**

DNR Computer Users are hereby advised that their Internet/Intranet, E-Mail or other on-line communications, and the materials stored on any DNR computer, including their

computer hard drives and other media such as diskettes, CD-ROMs, etc., are not privileged or private. This lack of privacy extends to anything the DNR Computer User creates, receives, prints or sends on the Department's paper or electronic documents such as E-Mail, printers or information systems.

All materials stored on DNR computers, on any media such as hard drives, diskettes, CD-ROMs, optical disks, etc., logbooks and stored electronic documents such as E-Mail transmissions, are subject to review for cause at any time by supervisory personnel.

Information Technology's Network personnel track usage and periodically review equipment for patterns of abuse. Abuses will be brought to the attention of the Human Resources Director and the appropriate appointing authority. Abuse includes, but is not limited to, all use of Internet/Intranet access, E-Mail or other on-line services that is unrelated to legitimate business purposes.

Access to adult chat sites and adult sites that offer access to sexual/pornographic materials, hate information or racially offensive material is strictly prohibited.

**6. Copyrighted/Patented Materials.**

DNR Computer Users should be aware that certain on-line information is copyrighted or patented, including text, pictures, video and sound. DNR Computer Users are not to duplicate or download any software or materials that are copyrighted, patented or otherwise identified as intellectual property. Any such material which is currently stored is to be immediately deleted from State equipment.

Commercial software is copyrighted and may not be reproduced except as stipulated in the licensing agreement. It is the policy of DNR to comply with all copyright law and license agreements related to software installed on computers in the Department. Reproduction, duplication, distribution or illegal installation of such licensed software without appropriate licensing agreements is prohibited. Likewise, DNR Computer Users are prohibited from installing, storing or using software not specifically licensed through the Department. This prohibition includes software purchased by DNR Computer Users for home use, and then also installed on a DNR computer or network.

In addition, software identified as "demo", "trial", "try-before-you-buy", "shareware", "freeware" or other public domain software is to be installed only by the DNR Information Technology Division.

**7. Storage and Backup of Data Files**

Files used by DNR Computer Users should be stored on designated network drives such as the "F" drive, not on local PC hard drives. Only network drives are regularly backed up and secured, and can be restored in the event of a data loss. Any files stored on local PC hard drives should be considered as "temporary" or "working" files, with the understanding that such files are always subject to loss.

**8. Other policies.**

This policy is intended for use in conjunction with all other policies related to the use of computer equipment, software and computer-related services.

**9. Violation/Enforcement.**

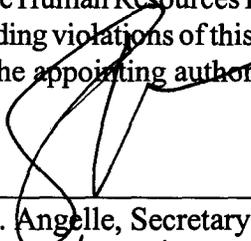
Any violation of this policy will result in appropriate disciplinary action, including the possibility of termination from employment, termination of contract, or removal of the computer usage rights for other third party individuals, as appropriate.

**IV. Responsibility:**

It is the responsibility of every DNR Computer User to comply with this policy.

**V. Questions:**

Questions regarding this policy are to be addressed to the Human Resources Director or Information Technology Director. Complaints or information regarding violations of this policy should likewise be addressed to the Human Resources Director or to the appointing authority.

  
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Scott A. Angelle, Secretary

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Date

5/14/08