

**Pickering, John**

**From:** Warren, Ken  
**Sent:** Thursday, March 25, 1999 9:04 AM  
**To:** ALL MDOT EMPLOYEES  
**Subject:** Interim Computer Policy

It goes without saying that MDOT's daily business operations have become more and more intertwined with the computer world. In fact, I am pleased to announce that, at the March 23, 1999, Commission meeting, our Transportation Commissioners approved MDOT's internet website and that website is now accessible at [www.mdot.state.ms.us](http://www.mdot.state.ms.us).

While our computers allow us to do many things that are of great benefit to MDOT's operations, there is also the opportunity for misuse. In this regard, attached you will find an Interim Policy Statement for our computer resources and usage. A final policy will be issued at a later date, but, for the present time, this policy applies.

This policy is being sent to all MDOT employees. Even though some employees may not use a computer today, their future work may involve a computer and they need to know MDOT's policy as well. Those employees with computer access have been e-mailed this policy and it will also appear on our employee-only site [mdot@work](mailto:mdot@work).



Interim Computer  
Policy.doc

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**Mississippi Department of Transportation**  
**Information Technology Facilities and Resources**  
**Policy Statement**  
**Interim Policy Statement**

The Mississippi Department of Transportation (MDOT) is dedicated to providing the best possible service to its customers, the taxpayers of the State of Mississippi. The agency is committed to ensuring that the information systems resources of the State and MDOT are used appropriately for the purposes they are intended.

This policy governs the use of all computers, computer files and databases, computer-based communications networks, and all related equipment administered by the Information Systems Division (IS) of MDOT. A user is defined as any person employed by MDOT, which includes full-time, part-time, temporary, contract employees, persons who are employed by contractors or subcontractors of MDOT, and any other individuals who are authorized to use agency information systems. The electronic communications and facilities of MDOT are the property of the State and by using these facilities the user acknowledges consent to abide by this policy. These facilities and resources are to be used for state business purposes. The user should be aware that any communications or use of the MDOT information systems resources is not to be considered private or confidential, and can be monitored at any time. All agency data, including backups and e-mail, are subject to the State Open Records Law. All users are hereby notified that systems security features allow any messages or usage to be monitored and archived regardless of passwords and message deletions, and that computer use is subject to search and monitoring at any time. Access can be traced back to the individual.

For any questions, ask your supervisor or the MDOT Human Resources Director for clarification or additional information. For any related issue not specifically addressed here, please ask your supervisor or the MDOT Human Resources Director.

**SOFTWARE:**

- Software, including but not limited to, Internet downloads, utilities, add-ins, programs (including shareware, freeware and Internet access software), patches, upgrades, or clip-art, shall not be installed on any desktop computer, laptop computer, or server by anyone other than an IS staff member/District Analyst or other approved personnel without prior notification to IS via a Service Desk ticket (359-7402). There are to be no games on any desktop computer, laptop computer or server for any reason. All software purchased for use on MDOT equipment must be approved by the IS Division Director. The agency's network contains software that performs an inventory of each PC on a regular basis to ensure compliance with this rule.
- Software owned or licensed by MDOT may not be copied to alternate media, distributed by e-mail, transmitted electronically, or used in its original form on any computer equipment other than equipment owned by MDOT without express written permission from the IS Division Director. In no case is the license agreement or copyright to be violated.
- Software licensed to MDOT is to be used for its intended purpose according to the license agreement. Employees are responsible for using software in a manner consistent with the licensing agreements of the manufacturer. License agreements are maintained by the IS Administrative Manager.
- Standard software is to be used for all internal functions. Any exceptions must be approved by the IS Division Director.

**HARDWARE:**

- All PC's, workstations, printers, add-in cards, memory modules, storage devices and other associated equipment are the property of the State of Mississippi and should not be used for purposes other than business. No changes, modifications, additions, or equipment removals may be done without notification of the IS Property Officer via e-mail or Service Desk ticket.
- Except for laptop computers and portable printers that are used in daily off site work, no MDOT computer equipment should be removed from MDOT premises without the permission of your supervisor. In the event equipment is to be off premises for some time, the employee responsible for the equipment must send a written notification to the IS Property Officer.

**PRACTICES:**

- No materials are to be disseminated in any manner which are derogatory to any person or group, obscene, racist, sexist, harassing or offensive based on color, religion, creed, national origin, age, sex or disability.
- System identification codes and passwords are for the use of the specifically assigned user and are to be protected from abuse and/or use by unauthorized individuals.
- It is your responsibility to ensure virus protection prior to opening/executing diskettes, e-mail attachments or executable e-mail messages. If you have a question concerning virus protection, contact your supervisor, District Analyst, or generate an IS Service Desk ticket.
- Database files on any computer equipment or media owned by MDOT should only be accessed by authorized employees. Any employee who maliciously modifies, damages, or deletes a database file(s) on any desktop, laptop, server, mainframe or storage device owned by MDOT or the State of Mississippi may be prosecuted to the fullest extent of the law.
- Like all MDOT information systems resources, Internet access and e-mail are for MDOT work related use only. Access and sites visited can and will be monitored to the specific individual level. MDOT reserves the right to limit Internet access, including browsing and e-mail, for employees who abuse the privilege and for those employees who do not have proper work related justification for accessing the Internet.
- Employees may not use MDOT information systems resources for soliciting, personal financial gain, partisan political activities or further disseminating "junk" e-mail such as chain letters.
- Information contained on the agency network and workstations is strictly proprietary to the State of Mississippi and MDOT. Copying or disseminating any of this information for any purpose other than state business is strictly prohibited. Access to this information must be considered confidential.
- You are expected to report violations of this policy to your supervisor or, in the event the violation involves the supervisor, the MDOT Human Resources Director. Likewise, if you are a witness to a violation you are required to cooperate in any investigation of the violation.

**CONSEQUENCES:**

Any user who knowingly and willingly violates this policy is subject to discipline up to and including termination from employment depending on the severity of the specific offense(s). Furthermore, in the event of an illegal activity, the user will also be reported to the appropriate law enforcement authority.

If you have any question regarding this policy or any situation not specifically addressed in this policy, see your supervisor or the MDOT Human Resources Director.

**REVISION:**

This policy is subject to revision. MDOT will post revisions, but it is the user's responsibility to ensure that use of the MDOT computing and communication resources conforms to current policy.