

SUBJECT: INTERNET DIRECTIVE

EFFECTIVE  
DATE: 02-10-03

APPROVED BY:

Reviewed (no changes): 03-31-05 01-20-10  
11-06-07 03-24-11

Executive Director

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POLICY

This policy provides instruction on Internet use and applies to all McIntosh Trail CSB employees, contract personnel, students, interns, and volunteers.

Definitions:

**The Internet:** The Internet is an informal collection of government, military, commercial, and educational computer networks used to transmit information. The World Wide Web (www) is a collection of protocols and standards that allow users to quickly and easily find information available over the Internet.

**Access to the Internet:** The IT goal is to increase the ease of access and availability of information throughout McIntosh Trail CSB. The Internet provides an efficient and effective tool for communications, research, and education. The World Wide Web (www) provides information to the public or a select group of users. The Internet will be available to personnel who need access for the execution of official business.

**Internet use:** McIntosh Trail CSB communications systems and equipment, including electronic mail and Internet systems, along with their associated hardware and software, are for official and authorized purposes only. Center and Program Directors may authorize incidental use which: does not interfere with the performance of official duties; is of reasonable duration and frequency; serves a legitimate McIntosh Trail CSB interest, such as enhancing professional or medical, education; and does not overburden the system or create any significant additional expense to McIntosh Trail CSB.

**Unauthorized use:** Unauthorized use of the Internet is prohibited and may result in administrative actions. Unauthorized uses include those involving lewd or sexually explicit materials, chain letters or mailings, private commercial activities, and any other uses that would reflect adversely on the McIntosh Trail CSB or the state of Georgia. Center and Program Directors are responsible for ensuring that personnel use McIntosh Trail CSB equipment and services for official or authorized purposes only.

**Information security:** The Internet is inherently an unsecured network. Information traveling across the Internet travels from origin to destination through unknown and uncontrolled nodes and is vulnerable to interception at any point along the way. While interception by unauthorized personnel is illegal and those intercepting information may be prosecuted, interception still occurs. This must be taken into consideration before transmitting or posting sensitive McIntosh Trail CSB information on the Internet.

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Definitions (Continued):

**Systems security:** A combination of access and security controls is required to fully protect information and information systems. All information systems and networks, which are connected to the Internet, must employ appropriate security safeguards and must be approved by IT Coordinator to operate. To protect McIntosh Trail CSB systems, all downloaded files must be checked for viruses. Software is not to be downloaded to McIntosh Trail CSB computers without prior approval by the IT Coordinator. The IT center can provide additional information and advice regarding system operations and security.

**Electronic mail:** Electronic mail travels over the non-secure Internet Protocol routers, which is part of the Internet. Access and security controls must be in place to protect official e-mail traffic. Any information that identifies and could lead to identifying any current or past consumer will not under any circumstance be sent in unsecured email.