
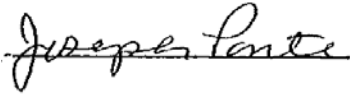


<b>POLICY TITLE: INTERNET/ EMAIL ACCESS</b>		<b>PAGE <u>1</u> OF <u>4</u></b>
<b>POLICY NUMBER: 5.5</b>		
<b>CHAPTER 5: MANAGEMENT INFORMATION SYSTEMS</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>Approved by Commissioner:</b>  	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	<b>EFFECTIVE DATE:</b> <b>November 17, 2003</b>	<b>LATEST REVISION:</b> <b>November 30, 2011</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

It is the policy of the Department of Corrections to provide for the business needs of staff, including supplying Internet and email access for sharing information with outside organizations and individuals. No client access shall be allowed.

This policy establishes procedures and responsibilities for access to the World Wide Web (Internet Access) and email. Internet access and email usage carries a huge responsibility by the user to ensure adherence to security measures. The information disseminated and received is for Departmental business needs and purposes only.

**IV. CONTENTS**

- Procedure A: Internet Access
- Procedure B: Email Access Request
- Procedure C: Internet/Email Access Security
- Procedure D: Acceptable Use and Standards
- Procedure E: Contractor and other Non-State Employees Access

**V. ATTACHMENTS**

[Attachment A: State Systems, Internet, and Email Acceptable Use and Standards.](#)

**VI. PROCEDURES**

**Procedure A: Internet Access**

1. Internet services are provided by the State of Maine to support open communications and exchange of information, and the opportunity for collaborative government-related work. The Department encourages the use of electronic communications by its units and staff. Although access to information and information technology is essential to the mission of our agency, use of Internet services is a revocable privilege.
2. Users shall be provided access to the internet only after they have read and signed Attachment A, "State Systems, Internet, and Email Acceptable Use/Standards."

**Procedure B: Email Access Request**

1. In order for an employee to obtain email access, the employee's supervisor must complete the email access request form located on the IT Support Website.
2. All requests for access to email must have a specific Departmental business need included in the request.
3. All requests approved by the user's Supervisor shall be maintained by the Security Administrator of the Information Technology Division.
4. Upon approval, the request shall be forwarded to the affected LAN Administrator who shall configure the MS Outlook client.
5. Upon a change in status of the user, the LAN Administrator shall notify the Information Technology Division to remove the user's email Access.

**Procedure C: Internet/ Email Access Security**

1. The user, when not at the workstation, or when not accessing the Internet, shall either log off the Internet or initiate their password protected screensaver.
2. Client access to any computer connected to the Internet or any LAN server is strictly prohibited. (Exceptions may be permitted if a VPN or other tunneling

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technology set up by Information Technology directs and limits the Client to specific site(s)).

3. The user is NOT to disclose his/her password to another person.
4. The user must not allow any client to access the Internet or to send or receive any information whatsoever on behalf of a client, as a result of accessing the Internet/ Email.
5. Information Technology Division personnel shall report any unauthorized Internet/ Email usage to the appropriate authority.

**Procedure D: Acceptable Use and Standards**

1. All Department employees who obtain access to the internet via State owned equipment, software or the State's WAN shall read, sign and comply with the document, (Attachment A). "State Systems, Internet, and Email Acceptable Use and Standards."
2. The signed document shall be returned to the employee's Supervisor who shall maintain a copy and forward a copy to the Information Technology Division.

**Procedure E: Contractor and other Non-State Employee Access**

1. Contractors and other non-state employees may be granted access to state provided Internet services at the discretion of the contracting authority.
2. Acceptable use by contractors and other non-state employees working for the State of Maine is the responsibility of the contract administrator. The contract administrator is expected to require that contractors, who use state of Maine Internet services, read and sign Attachment A," State Systems, Internet, and Email Acceptable Use and Standards."
3. The signed Attachment A, "State Systems, Internet, and Email Acceptable Use and Standards." must be forwarded to the Information Technology Division before contractor access shall be granted.
4. For access to DOC Systems outside of the State's Wide Area Network the contractor/ non-state employees will be required to apply for Secure ID Cards.
5. Terms and conditions for who is responsible for costs incurred should be articulated in the contract.

**VII. PROFESSIONAL STANDARDS**

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**ACA:**

- ACI - 4-4102** The institution or parent agency collaborates with criminal justice and service agencies in information gathering, exchange, and standardization.
- 4-ACRS-7D-06** The facility or parent agency cooperates with other criminal justice agencies in information gathering, exchange, and standardization.
- 4-JCF-6F-07** The facility or parent agency collaborates with juvenile justice and service agencies in information gathering, exchange, and standardization.

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