Internet / Intranet

ChildNet Number: CN 012.007
Original Approved Date: June 5, 2003
Procedure Revised Date(s):
Procedure Sunset Date:

Statement of Policy:

Access to the Internet/Intranet shall be granted to any employee or ChildNet contractor as a normal part of employment and is governed by the provisions of Section 815.05, Florida Statutes, Florida Computer Crimes Act.

Board Chair Signature: _____ **Date:** 08-27-14

Internet / Intranet Policy

ChildNet Number: CN 012.007
Original Approved Date: June 5, 2003, August 22, 2014
Policy Revised Date(s):
Policy Sunset Date:

Statement of Policy:

Employees, who have the authority to use a computer, and the technical capability to establish a link to the Internet, shall have access to the Internet (unless specifically prohibited by his or her supervisor), and shall use it only in the following manner:

1. Employees are not permitted to access the Internet to visit sites that relate to chat rooms, news groups, political groups, singles clubs or dating services or for reasons of personal or financial gain (i.e. stock transactions).

2. Employees are not permitted to access, send, store, print or display prohibited material including but not limited to gambling, weapons, drugs, drug paraphernalia, violence, any matter deemed illegal by law, sexually explicit materials, or materials that include profane, obscene, or inappropriate language, or racial, ethnic or other discriminatory content.

3. Employees are permitted to briefly visit Internet sites (any not prohibited by 1 or 2 above) during non-work time, such as lunch or before or after work hours. Examples are health matters, weather, news, business topics, community activities, career advancement and personal enrichment. It is imperative that common sense is used in viewing non-work related sites and they must not result in any additional cost to the department. The primary use of the Internet is to be used for reasons that are necessary in the accomplishment of an employee's job assignments.

4. While ChildNet does not routinely monitor the Internet, ChildNet reserves the right, at any time, to monitor and review Internet usage and to limit and restrict access to Internet/Intranet. ChildNet's Information Technology system administrators have granted authorization to look at any computer files, including Internet usage logs, in trouble-shooting system problems. Monitoring Internet usage is the responsibility of the employee supervisor.

5. Access to the Internet must only be through a connection provided by ChildNet Information Technology Services. Any other connection method not approved by the Information Technology Services department could compromise the security of ChildNet's network and data.

6. Purchases of special or additional services through offerings made on the Internet are prohibited. Any purchase of information technology resources (including software such as shareware) must adhere to company standards.

7. All data files and software obtained from the Internet must be downloaded to the user's workstation rather than a LAN server and must be scanned for viruses immediately upon completion of the transfer to the workstation.

This policy shall apply to all ChildNet employees, contractors, and clients in other public or private agencies served by ChildNet that utilize company owned, leased or purchased computer hardware/software. All users will adhere to the standards (e.g., protocol, shareware, etc.) established by Information Technology Services. Abuse of this policy could result in disciplinary or dismissal actions.

Definitions (If any):

Absolute Indexing-linking to a web page by giving the full path including the server name. For example, *"http://www.dcf.state.fl.us/~issd/idsdoc/general/documentation/info/information.html."*

Browser-Another name for a client program that allows users to access documents on the WWW. Browsers can be either text-based or graphic.

Client-A remote computer connected to a host or server computer. Also refers to the software that makes this connection possible.

DNS (Domain Name System)-A database system that translates an IP address into a domain name. For example, a numeric address like 205.206.106.50 is converted into "www.childnet.us".

FAQ (Frequently Asked Questions)-a list of common questions relating to a topic.

Finger-An Internet software tool that helps you find people on other sites.

Firewall-The computer file system of a site's inner network that is protected against unauthorized access by Internet users.

FTP (File Transfer Protocol)-A way of moving files across networks. With FTP you can log in to another Internet site and download or send files. Some sites have public file archives that you can access by using FTP with the account name "anonymous" and your e-mail address as password. This type of access is called anonymous ftp.

Home Page-The first page on a Web site that acts as the starting point for navigation through a site.

Host-A computer that acts as a server.

HTML (Hypertext Markup Language)-the coded format used to create Intranet/Internet/WWW documents. HTML commands control how a piece of text will appear. Files in HTML format are viewed with a browser.

Hyperlink-These are links in HTML documents that you can click on to go to other Web resources.

Hypertext-Non-linear system of information browsing and retrieval that contains associative links to other related documents. Hypertext is the basic organizing principle of the World Wide Web (WWW).

Inline Image-A built-in graphic that is displayed by the browser as part of an HTML document and is retrieved along with it.

Internet-A global collection of computer networks that exchange information using the TCP/IP suite of networking protocols.

Intranet-A corporate/enterprise collection of computer networks that exchange information by the TCP/IP suite of networking protocols in a closed TCP/IP environment.

IP (Internet Protocol) Address-the numeric address that is translated into a domain name by the DNS.

MIME (Multipurpose Internet Mail Extensions)-an extension to the traditional Internet mail protocol that allows binary, or non-text, files, (i.e. graphics, executables, audio files etc.) to be sent as attachments to regular e-mail messages or placed on web pages.

Protocol-A specification that describes how computers will talk to each other on a network.

Relative Indexing-referring to another web page by its location "relative" to the linking page rather than Absolute Indexing which includes the full path to the page including the server name. For example, a link containing *"/info/information.html"* tells the browser to backup up one directory in the current directory structure and go forward into the *"info"* directory and display the file *"information.html"*. The same reference in an Absolute Indexing structure might look like *"http://www.dcf.state.fl.us/~issd/idsdoc/general/documentation/info/information.html"*.

Router-Hardware (or software) that can connect a local network to the Internet/Intranet. Routers spend all their time looking at the destination addresses of the packets passing through them and deciding which route to send them on.

Search Engine-Programs on the Internet that allow users to search through massive databases.

TCP/IP-The Transmission Control Protocol (TCP) and Internet Protocol (IP) are protocols that let different types of computers communicate with each other. The Internet is based on these protocols.

URL (Universal Resource Locator)-An address used to tell your browser where to find a particular Internet resource. For example, the URL for the ChildNet Intranet site is *"http://www.childnet.us"*

Webmaster-The person responsible for administering a Web site.

Webserver-A combination of hardware and software that serve web pages requested by a browser.

WWW (World Wide Web)-A hypermedia-based system for accessing Internet resources. Commonly referred to as the Web, it lets users download files, listen to sounds, view video files, as well as jump to other documents or Internet sites by clicking on hyperlinks.

President Signature: _____ **Date:** 08-27-14