

ENT-NET-031

STATEWIDE INFORMATION SYSTEMS POLICY

SummitNet Acceptable Use

Approved

Office of the Chief Information Officer

Department of Administration
Information Technology Services Division
PO Box 200113
Helena, MT 59620-0113
Tel: (406) 444-2700
FAX: (406) 444-2701

September 20, 2000



Brian Schweitzer
Governor

State of Montana

DEPARTMENT OF ADMINISTRATION
Janet R. Kelly, Director

CHIEF INFORMATION OFFICER
Richard B. Clark

APPROVED STATEWIDE POLICY: SUMMITNET ACCEPTABLE USE

EFFECTIVE DATE: SEPTEMBER 20, 2000

APPROVED: SEPTEMBER 20, 2000

I. Purpose

The Department of Administration's Information Technology Services Division (ITSD) is responsible for providing security for the Montana state network. This **SummitNet Acceptable Use Policy** (Policy) identifies the use requirements for SummitNet.

II. Authority

Pursuant to the Montana Information Technology Act (MITA) (Title 2, Chapter 17, Part 5 of the Montana Code Annotated (MCA), it is the policy of the state that information technology be used to improve the quality of life of Montana citizens, and that such improvement is to be realized by protecting individual privacy and the privacy of the information contained within the state's information technology systems. [§2-17-505\(1\) MCA](#).

It is also the policy of the state that the development of information technology resources be conducted in an organized, deliberative, and cost-effective manner, which necessitates the development of statewide information technology policies, standards, procedures, and guidelines applicable to all state agencies and others using the state network. It is also anticipated that State information technology systems will be developed in cooperation with the federal government and local governments with the objective of providing seamless access to information and services to the greatest degree possible. [§2-17-505\(2\) MCA](#).

III. Roles And Responsibilities

A. Department of Administration

Under MITA, the Department of Administration (DOA) is responsible for carrying out the planning and program responsibilities for information technology for state government (except the national guard), including for establishing and enforcing a state strategic information technology plan and establishing and enforcing statewide information technology policies and standards. DOA is responsible for implementing MITA and all other laws for the use of information technology in state government. The director of DOA has appointed the chief information officer to assist in carrying out the department's information technology duties. [§2-17-512 MCA](#).

B. Department Heads

Each department head is responsible for ensuring an adequate level of security for all data within their department. [§2-15-114 MCA](#).

IV. Applicability

This Policy is applicable to agencies, staff and all others, including outsourced third-parties (such as contractors, or other service providers), which have access to, or use or manage information assets subject to the policy and standard provisions of [§2-17-534 MCA](#). This Policy shall be communicated to staff and others who have access to or manage information, and information systems and assets.

V. Scope

This Policy encompasses information and information systems for which agencies have administrative responsibility, including information and systems managed or hosted by third-parties on agencies' behalf.

This Policy may conflict with other information system policies currently in effect. Where conflicts exist, the more restrictive policy governs. The development of future policies or standards will specifically identify and retire any superseded portions of current policies or standards.

VI. Requirements

A. SummitNet Defined

SummitNet (State and Universities of Montana Multi-Protocol Network) is the State's telecommunications nucleus network or backbone connecting agency, University, K-12, library, and local government networks. SummitNet's telecommunications users are elected officials, state and local government employees, educators, students, researchers, authorized contractors, and non-profit organizations. Through SummitNet, these authorized users can access a wide range of national and international information. SummitNet provides connectivity to the Internet, the world's largest network of individuals, governments, organizations, universities, schools, and companies.

B. Acceptable Use

SummitNet is to be used for: the conduct of state and local government business and delivery of government services; the support of instruction, learning, training, educational administration, research, and grant procurement; the increased participation of citizen oversight of government affairs; and the promotion of economic development.

SummitNet users may be subject to restrictive or limited use of the network, including access to the Internet, as determined by a supervising authority or administrator.

Any external connections (i.e. Internet service providers, contractors, other non-governmental entities) made to SummitNet and not managed by the Information Technology Services Division (ITSD) must be reported to ITSD for compatibility and security reasons.

C. Internet Acceptable Use

Reference policy number ENT-INT-011, Internet Acceptable Use.

D. Remote Access

An agency may allow remote access to its computing resources on a case by case basis. Approval for this access must be granted in writing by the appropriate agency management. Access will be granted for benefit of the State of Montana and not for personal benefit or use. Access of State computer resources by unauthorized remote access users shall be considered a security violation. Remote access users are obligated to abide by all computing policies of the State and the agency.

E. User Responsibilities Related To SummitNet And Internet Acceptable Use

SummitNet users are responsible for:

- Honoring this acceptable use policy and the acceptable use policies of networks accessed through SummitNet or the Internet
- Honoring existing federal, state, and local telecommunications and networking laws, regulations, and policies
- Reporting to the appropriate authority the violation of any network acceptable use policy
- Honoring copyright laws regarding protected commercial software or intellectual property
- Demonstrating respect for an individual's right to privacy and to freedom from intimidation, harassment, and unwarranted annoyance
- Minimizing unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource; such as, refraining from monopolizing systems; overloading networks with excessive data; or wasting computer time, connect time, disk space, or other resources

VII. Background - History On The Creation Of Or Changes To This Policy

This policy was created by the SummitNet Executive Council and was originally signed in November 1995 by Lois A. Menzies, Richard A. Crofts, W. Gregg Groepper, Janet R. Kelly, Robert B. Person, Mick Robinson and Dennis M. Taylor. It was updated in January 2000 to accommodate information technology environment changes. This policy was given to the SummitNet Executive Council and the Information Technology Advisory Council for comment prior to adoption.

VIII. Guidelines - Recommendations, Not Requirements

There are no guidelines for this policy.

IX. Change Control and Exceptions

Policy changes or exceptions are governed by the [Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards](#). Requests for a review or change to

this instrument are made by submitting an [Action Request](http://itsd.mt.gov/content/policy/policies/administration/action_request.doc) form (at http://itsd.mt.gov/content/policy/policies/administration/action_request.doc). Requests for exceptions are made by submitting an [Exception Request](http://itsd.mt.gov/content/policy/policies/administration/exception_request.doc) form (at http://itsd.mt.gov/content/policy/policies/administration/exception_request.doc). Changes to policies and standards will be prioritized and acted upon based on impact and need.

X. Closing

Direct questions or comments about this instrument to the State of Montana Chief Information Officer at [ITSD Service Desk](http://servicedesk.mt.gov/ess.do) (at <http://servicedesk.mt.gov/ess.do>), or:

PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
FAX: (406) 444-2701

XI. References

A. Legislation

- [§2-17-505\(1\) MCA](#) – Policy
- [§2-17-514\(1\) MCA](#) – Enforcement
- [§2-17-505\(2\) MCA](#)
- [§2-17-512 MCA](#)
- [§2-15-114 MCA](#)
- [§2-15-112 MCA](#)
- §2-17-501 MCA - (*repealed*)
- §2-17-503 MCA - (*renumbered*)

B. Policies, Directives, Regulations, Rules, Procedures, Memoranda

- MOM 3-0130 Discipline
- MOM 1-0250
- MOM 3-0620 (now included in MOM 3-0630)
- ARM 2.13.101 - 2.13.107 - Regulation of Communication Facilities
- ARM 2.12.206 Establishing Policies, Standards, Procedures and Guidelines.
- [Internet Acceptable Use Policy](#)
- [SummitNet Acceptable Use Policy](#)
- [Transmission Privacy Policy](#)
- [User Responsibilities Policy](#).
- [Internet Services Policy](#)
- [Internet/Intranet Security Policy](#)
- [Electronic Mail Policy](#)
- [Statewide Policy: Establishing and Implementing Statewide Information Technology Policies and Standards](#)
- [Statewide Procedure: Establishing and Implementing Statewide Information Technology Policies and Standards](#)

C. Standards, Guidelines

XII. Administrative Use

Product ID: ENT-NET-031
Proponent: Chief Information Officer
Publisher: Office of the Chief Information Officer
Published Date: September 20, 2000
Version Date: 6/8/2010
Custodian: Policy Manager
Approved Date: September 20, 2000
Effective Date: September 20, 2000
RIM Class: Record
Disposition Instructions: Retain for Record
Change & Review: [ITSD Service Desk](http://servicedesk.mt.gov/ess.do) (at <http://servicedesk.mt.gov/ess.do>)
Contact:
Review: Event Review: Any event affecting this instrument may initiate a review. Such events may include a change in statute, key staff changes or a request for review or change.
Scheduled Review Date: April 7, 2014
Last Review/Revision: May 4, 2009
Changes: July 11, 2008 – Non-material changes made:

- Standardize instrument format and common components.
- Changed to reflect next review date.

April 7, 2009 – Non-material changes made:

- Corrected broken URLs
- Applied new document layout.

May 4, 2009 – Non-material changes made:

- Deleted incorrect version number field

June 8, 2010 – Corrected URLs.
