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PURPOSE

This directive establishes the Agency's policy and guidelines regarding the use of the Department of Disabilities and Special Needs (DDSN) and other State of South Carolina computer networks and the internet.

General Principles

1. Access to computer systems and networks owned or operated by DDSN and the State of South Carolina imposes certain responsibilities and obligations on state employees and officials (hereinafter termed "users") and is subject to state government and DDSN policies and local, state and federal laws. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

2. Users may be subject to limitations on their use of the networks as determined by the appropriate supervising authority.

3. Use of network services provided by DDSN and the State of South Carolina may be subject to monitoring for security and/or network management reasons. Users of these services are therefore advised of this potential monitoring and agree to this practice.

4. Users who violate any copyright declarations are acting outside the course and scope of their employment with DDSN or other authority and the State of South Carolina is relieved of any legal responsibility. Users will be personally responsible and liable for such infringing activities.

5. By participating in the use of networks and systems provided by DDSN and the State of South Carolina, users agree to be subject to and abide by this policy for their use. Willful violation of the principles and provisions of this policy may result in disciplinary action.

6. This document may be updated on an as-needed basis and is subject to annual review.

Specific Provisions

Users shall:

1. Use the network only for official state business and access only files and data that are their own, that are publicly available, or to which they have authorized access.

2. Refrain from monopolizing systems, overloading networks with excessive data or wasting computer time, connect time, disk space, printer paper, manuals or other resources.

3. Protect their USERID/Password and system from unauthorized use.

4. Assume personal responsibility for any charges associated with billable services unless appropriate authorization has been obtained.

Users shall not:

1. Use the networks for illegal or unlawful, or immoral purposes or to support or assist such purposes. Examples of this would be the transmission of violent, threatening, defrauding, obscene or otherwise illegal or unlawful materials.

2. Use mail or messaging services to harass, intimidate or otherwise annoy another person.

3. Use the networks or other state equipment for private, recreational, non-public purposes including the conduct of personal commercial transactions.

4. Use the networks or other state equipment for commercial or partisan political purposes.

5. Use the networks or other state equipment for personal gain such as selling access to a USERID or by performing work for profit with state resources in a manner not authorized by the State.

6. Use the network to disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer "worms" and viruses, and sustained high volume network traffic which substantially hinders others in their use of the network.

7. Attempt to circumvent or subvert system or network security measures.

8. Intercept network traffic for any purpose unless engaged in authorized network administrative duties.

9. Make or use illegal copies of copyrighted software or other mediums, store such copies on state systems, or transmit them over state networks.

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