

Reference: ADMINISTRATIVE SERVICES - INFORMATION TECHNOLOGY (IT)
Section: ADMINISTRATIVE SERVICES
Title: USE OF INTERNET
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I. **PURPOSE**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The key concept underlying the Internet is inter connectivity - something that will allow employees of the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority") to access a wide variety of information and resources.

The Authority acknowledges that the Internet is a recognized source for research, education, access to unique resources and the opportunity for collaborative work. The Authority wants to provide its employees with the opportunity to communicate with external parties and access the information available on the Internet. This document establishes the Authority wide policy for the utilization of Internet.



Internet Access Form.docx



Internet Access Form.pdf

II. **DEFINITIONS**

Internet - a global network that connects and provides access to wide and local area networks (LANs) and computer-based information.

Acceptable Use - the use of the Internet must be in support of education and research and consistent with the business objectives of the Authority. Any use of the Authority's computer resources to transmit, download, upload, or duplicate any copyrighted materials (including, but not limited to, software, publications and graphics), or materials protected by applicable copyright laws is prohibited. Users shall not install any Instant Messaging Services, subscribe to commercial services such as bulletin boards, or chat groups without the approval of the Chief Information Officer (CIO).

Privileges - the use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Each employee who receives access will be held responsible for usage.

Security - security on any computer system is a high priority, especially when the system involves many users. If a user can identify a security problem on the Internet the user must notify the Network Administrator or Manager of IT. Attempts to log in to the computer, network or Internet as a system administrator or under a username other than the one given to the user will result in cancellation of user privileges or disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Asset - any Authority computer or device that can be used to access data available on the Internet.

Department Manager - for the purpose of this policy, department manager refers to direct reports to Executive Director or Board of Commissioners.

III. **POLICY**

In order to promote employee productivity, it is the policy of the Authority to allow authorized employees to utilize authority assets only for Authority business related use of on-line information via the Internet.

Employees who have access to the Authority network for access to the Internet are subject to the provisions of this policy when using it.

All employees authorized to use Authority assets for Internet on-line information are required to complete the Internet Access Statement of Understanding ([Exhibit 1](#)) and are subject to the provisions of this policy when using Authority assets for Internet on-line information.

All employees so authorized, and those persons to whom they report, shall ensure:

- A) Ethical judgments are exercised when accessing, selecting, reviewing, printing, downloading or sending information through available Internet services.
- B) Compliance with all Authority policies including those specifically referenced by this document.

Authority management reserves the right to regulate and monitor the use of Authority assets to ensure policies are followed and provides no assurances that data entered, or obtained through the Internet at the Authority is, or will be, protected against unauthorized use or misuse by other Internet users.

IV. **PROCEDURE**

- A) All users shall be responsible for ensuring compliance with this policy.
- B) As a prerequisite for utilizing Authority assets for Internet access, all employees shall sign the Internet Access Statement of Understanding.
- C) In all other matters related to the use of Authority assets for access to the Internet, the Authority's Management Information Systems policies shall apply.
- D) Contractors and others engaged by the Authority to provide services who require access to the Internet utilizing Authority assets shall be subject to all the conditions, obligations and constraints stated in this policy. Such requests require the completion of an Application for Internet Access approved by an appropriate Department Manager, and a signed Internet Access Statement of Understanding.
- E) Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

V. **RESPONSIBILITIES**

A) **Employee Responsibilities**

1. Authority employees are responsible for obtaining written authorization for Internet access.
2. As a condition of being granted Internet access privileges, all employees are responsible for completing an Internet Access Statement of Understanding and for adhering to all relevant company policies.
3. When prompted to save your username and password the user must respond "**No.**" This information is stored in your computers cache memory and can be obtained by hackers.
4. The user must never share your account/password with others.

5. Never use someone's else's account.

B) **Managerial Responsibilities**

1. Department Managers are responsible for ensuring that personnel within their departments comply with this policy.
2. The Executive Director is responsible for reviewing and approving applications for Internet access from subordinates.
3. The IT Manager is responsible for receiving and reviewing access approval documentation required by this policy, for activating and administering authorized access to the Internet, and supporting monitoring activity through monthly reporting.