

 <b>Prosecuting Attorneys' Council of Georgia</b>		
<b>Policies &amp; Procedures</b>		Approved Aug. 25, 2006; amended Jan. 20, 2010; April 17, 2013
<b>6.2</b>	<b>Information Technology</b>	<b>Appropriate Use of Information Technology Resources</b>

1. Purpose.

To establish an enterprise policy regarding appropriate use of Prosecuting Attorneys' Council of Georgia information technology (IT) resources and equipment.

2. Authority.

O.C.G.A. §§ 15-18-40(c)(2); 15-18-73(b); 45-6-7; 45-6-8; 50-16-140, et seq.<sup>1</sup>

3. Scope.

- (a) This policy applies to all employees, contractors, vendors, customers, and others who utilize, possess or have access to IT equipment or services provided by the Prosecuting Attorneys' Council.
- (b) District attorneys' offices and solicitors-general's offices and other prosecuting attorney's offices who operate IT equipment or use IT services provided by the Council and/or any other agency of the State of Georgia are subject to the provisions of this policy. Such offices may also be subject to IT policies of county governments that provide similar equipment and/or services.
- (c) Information technology equipment shall be managed in accordance with Council Policy 4.8, Personal Property Management.

4. Terms and Definitions.

- (a) "Access administrator" means the Council IT Director.
- (b) "Information Technology Resources" or "IT Resources" means hardware, software, and communications equipment, including, but not limited to, personal computers, mainframes, wide and local area networks, servers, mobile or portable computers, peripheral equipment, telephones, wireless communications, public safety radio

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<sup>1</sup> See also Georgia Technology Authority Enterprise Information Security Policy Numbers 3.1.3, 6.3.1, 6.3.2, 9.3.1, 10.4.1

 <b>Prosecuting Attorneys' Council of Georgia</b>		
<b>Policies &amp; Procedures</b>		Approved Aug. 25, 2006; amended Jan. 20, 2010; April 17, 2013
<b>6.2</b>	<b>Information Technology</b>	<b>Appropriate Use of Information Technology Resources</b>

services, facsimile machines, technology facilities including, but not limited to, data centers, dedicated training facilities, switching facilities, and other relevant hardware and software items as well as personnel tasked with the planning, implementation, and support of technology.

- (c) "Site administrator" means the person designated in writing by the elected head of the office to manage the information technology resources of the prosecutor's office.
- (d) "User" means any employee, contractor, vendor, or any other party who is granted access to a State of Georgia information technology equipment, production system or application.

5. Policy.

- (a) State of Georgia information technology resources are provided to authorized users to facilitate the efficient and effective performance of their official duties. The use of such resources imposes certain responsibilities and obligations on users and is subject to state government policies and applicable state and federal laws. It is the responsibility of the user to ensure that such resources are not misused.
- (b) The Council will manage information technology resources in accordance with the Enterprise Information Security Policies adopted by the Georgia Technology Authority to the extent that such policies are compatible with the mission and statutory responsibilities of the district attorneys and solicitors-general of this State. In the event this policy conflicts with the GTA Enterprise Information Security Policies, the provisions of this policy shall apply.
- (c) This policy is supplemental to the laws, rules, regulations, policies and procedures applicable to criminal justice information systems.

6. Standards.

- (a) To comply with this policy, users shall refrain from inappropriate use of State of Georgia information technology resources at all times, including during breaks or outside of regular business hours.

 <b>Prosecuting Attorneys' Council of Georgia</b>		
<b>Policies &amp; Procedures</b>		Approved Aug. 25, 2006; amended Jan. 20, 2010; April 17, 2013
<b>6.2</b>	<b>Information Technology</b>	<b>Appropriate Use of Information Technology Resources</b>

- (b) Inappropriate usage includes (but is not limited to) actual or attempted usage of information technology resources for:
- (1) Conducting private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
  - (2) Conducting unauthorized not-for-profit business activities;
  - (3) Conducting any illegal activities as defined by federal, state, and local laws or regulations;
  - (4) Creating, accessing, storing or transmitting sexually explicit, obscene, or pornographic material except when necessary to the investigation or prosecution of any civil or criminal case;
  - (5) Creating, accessing, storing or transmitting material that could be considered discriminatory, offensive, threatening, harassing, or intimidating except when necessary to the investigation or prosecution of any civil or criminal case;
  - (6) Creating, accessing, or participating in online gambling except when necessary to the investigation or prosecution of any civil or criminal case;
  - (7) Infringing on any copyright, trademark, patent or other intellectual property rights;
  - (8) Performing any activity that could cause loss, corruption or prevention of rightful access to data or which may degrade system/network performance;
  - (9) Conducting any activity or solicitation for political or religious causes;
  - (10) Unauthorized distributing of state data and information;
  - (11) Attempting to subvert the security of any state or other network or network resources;
  - (12) Using another user's access for any reason unless expressly authorized by the IT Director, the site administrator or the elected head of the office or his or her designee; or,
  - (13) Attempting to modify or remove computer equipment, software, or peripherals without proper authorization; or
  - (14) Attempting to libel or otherwise defame any person.

 <b>Prosecuting Attorneys' Council of Georgia</b>		
<b>Policies &amp; Procedures</b>		Approved Aug. 25, 2006; amended Jan. 20, 2010; April 17, 2013
<b>6.2</b>	<b>Information Technology</b>	<b>Appropriate Use of Information Technology Resources</b>

- (c) The Council reserves the right to retrieve and read any data composed, transmitted or received through online connections and/or stored on any of their information technology resources.
- (d) All computers that are the property of the Council shall provide notice of this Policy and related Standards by displaying an Appropriate Use Banner, substantially similar to the following, on computers. Unless otherwise authorized in writing by the IT Director, such banners will be part of standard log-on procedures.

WARNING: Use of this computer is restricted and monitored! This computer is the property of the Prosecuting Attorneys' Council of Georgia and is to be used for the conduct of official state business. You are legally responsible for your activities pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, (the Georgia Computer Systems Protection Act), as well as all other applicable state and federal laws and regulations, including Council IT Policy 6.2. By continuing you agree to abide by all established Prosecuting Attorneys Council of Georgia policies on computer use.

7. Guidelines.

- (a) IT equipment is provided to Council personnel and the district attorneys' and solicitors-general's offices so that their personnel can carry out job duties, facilitate research and access to information, and also to enhance communication with criminal justice agencies, victims, witnesses, vendors, colleagues and others receiving services/products from, doing business with, or seeking information from the State.
- (b) Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur. Any such use should be brief, infrequent, and shall not interfere with the user's performance, duties and responsibilities.

 <b>Prosecuting Attorneys' Council of Georgia</b>		
<b>Policies &amp; Procedures</b>		Approved Aug. 25, 2006; amended Jan. 20, 2010; April 17, 2013
<b>6.2</b>	<b>Information Technology</b>	<b>Appropriate Use of Information Technology Resources</b>

- (c) Occasional access to information or websites of the Georgia Lottery Corporation is not considered inappropriate use.
  - (d) The Council may also use filtering software in order to better ensure and/or monitor compliance with this Policy and related Standards.
  - (e) Users are prohibited from installing, downloading or using software on Council IT equipment that has not been approved by the Council IT Director and licensed for business use.
8. User Responsibilities.
- (a) All users are expected to remain vigilant for possible fraudulent activities. Users should note and report observed or suspected security weaknesses to systems and services to the Council IT Director. Users should not try to emulate the security breach or attempt to prove the threat as a test.
  - (b) Passwords.
    - (1) Besides the authorized user, passwords should never be shared or revealed to anyone. Temporary or "first use" passwords should be changed the first time that the authorized user accesses the system.
    - (2) Users should not share State of Georgia passwords with anyone, including administrative assistants or secretaries. All passwords should be treated as sensitive, confidential information.
    - (3) Users should not write passwords down and store them anywhere in their office. Nor should they store passwords in a file on ANY computer system (including Personal Digital Assistants or similar devices) without encryption.
    - (4) Users should not use the "Remember Password" feature of applications. If an account or password is suspected of being compromised, the incident should be reported to the appropriate access administrator and the user should

 <b>Prosecuting Attorneys' Council of Georgia</b>		
<b>Policies &amp; Procedures</b>		Approved Aug. 25, 2006; amended Jan. 20, 2010; April 17, 2013
<b>6.2</b>	<b>Information Technology</b>	<b>Appropriate Use of Information Technology Resources</b>

change the password. If the office has a designated access administrator, he or she will notify the Council IT Director of the compromise.

9. Enforcement.

- (a) Violations of this Policy may result in disciplinary action, including, but not limited to the removal of IT equipment, restrictions on access to state information systems, or termination. If, as a result of a violation of this Policy, it is necessary to repair or replace IT equipment, including, but not limited to reinstalling the operating system or restoring files lost due to intentional misuse, the individual responsible may be billed for the cost of such repair or replacement. If the individual responsible cannot be identified, the cost of such repair may be billed to the office and deducted from such funds as may be available for the operation or support of such office, including but not limited to travel funds or food stamp funds.<sup>2</sup>
- (b) Violations of the provisions of the Georgia Computer Systems Protection Act or O.C.G.A. §§ 45-6-7 or 45-6-8 may result in civil or criminal prosecution.

10. Access to Council On-Line Resources.

- (a) The Council staff is authorized to make available to full-time prosecuting attorneys and their support staff, resources that will assist the prosecuting attorneys of this state perform their official duties through an on-line repository. These include conference materials, legal and other types of research, manuals, legal forms and other resources.
- (b) Access to such resources is limited to full-time employees of district attorneys, solicitors-general and full-time other prosecuting attorneys of this state.
- (c) Part-time prosecuting attorneys may be allowed access to such resources if the prosecuting attorney submits a statement to the Training Division that he or she does not represent defendants in criminal or forfeiture cases brought by or on behalf of the State of Georgia, or any of its political subdivisions, in the courts of this State. Such

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<sup>2</sup> The second and third sentences were adopted on January 20, 2010 and were effective upon approval by the Council.

 <b>Prosecuting Attorneys' Council of Georgia</b>		
<b>Policies &amp; Procedures</b>		Approved Aug. 25, 2006; amended Jan. 20, 2010; April 17, 2013
<b>6.2</b>	<b>Information Technology</b>	<b>Appropriate Use of Information Technology Resources</b>

statement shall be signed by the prosecuting attorney subject to the provisions of O.C.G.A. § 16-10-20.

- (d) Authorized users must request an individual user name and password from the Information Technology Division in order to access the on-line resources.