

No.: Y15-404

Title: Acceptable Use of Information Technology Equipment

Rev. Date: 9/17/02

To establish and provide instructions and expectations for the acceptable use of certain types of information technology equipment and facilities.

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BWXT Y-12, L.L.C.
Management Requirements

BWXT Y-12
Management Systems

Number: Y15-404
Rev. Date: 9/17/02
Supersedes: New
Page: 1 of 15

Subject: Acceptable Use of Information Technology Equipment

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REVISION LOG
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Revision Date	Description of Change	Pages Affected
9/17/2002	DM/R Number – 02-15/404-001 Description – To establish and provide instructions and expectations for the acceptable use of certain types of information technology equipment and facilities New Document	All

Subject: Acceptable Use of Information Technology Equipment

PURPOSE To establish and provide instructions and expectations for the acceptable use of certain types of information technology equipment and facilities.

APPLIES TO All BWXT Y-12 employees and other contractor and subcontractor employees authorized to do work in support of Y-12 missions.

OTHER DOCUMENTS NEEDED None

WHAT TO DO A. **Using Information Technology Resources**

- CIO**
1. Ensure that appropriate information technology systems, facilities, and equipment (IT resources) are made available to support Y-12 missions.
 2. Develop and communicate acceptable use instructions and expectations for employee use of IT resources.

These acceptable use instructions and expectations are formulated within the framework of three fundamental principles for which the company and authorized users of these resources have shared responsibility. These principles are: (1) IT resources are to be used for the conduct of Y-12 business with the exception of occasional personal non-business matters requiring attention during work hours, (2) there is no expectation of privacy associated with the use of any IT resources, such as e-mail communication, and (3) inappropriate or improper use of IT resources is prohibited and is subject to disciplinary action up to and including termination.

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A. Using Information Technology Equipment (cont.)

NOTE 1: The Appendices provide a summary of specific acceptable use instructions for designated IT resources. Information is provided covering e-mail, internet/network usage, pagers, cellular telephones, personal digital assistants, and conventional telephones.

NOTE 2: Personal use or personal business refers to activities not associated with Y-12 work.

NOTE 3: The use of company-furnished IT resources to support outside business activities—whether associated with commercial or not for profit business—is specifically prohibited.

Supervisors

3. Review acceptable use instructions with employees.
4. Authorize limited or incidental use of IT resources, as required, within the context of the acceptable use instructions in the Appendices.

Employees

5. Follow the acceptable use instructions in the Appendices.

RECORDS

None

SOURCE DOCUMENTS

- DOE O 200.1, *Information Management Program*
- Employee Handbook: Standards of Conduct and Business Ethics
- Y19-401INS, Automated Information System (AIS) Security Handbook
- Classified Matter Protection Manual, Chapter 14

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APPENDICES

- A. Electronic Mail – Acceptable Use Instructions
- B. Internet/Network Use – Acceptable Use Instructions
- C. Telephones – Acceptable Use Instructions
- D. Pagers – Acceptable Use Instructions and Other Information
- E. Cellular Telephones – Acceptable Use Instructions and Other Information
- F. Personal Digital Assistants – Acceptable Use Instructions and Other Information

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APPENDIX A

ELECTRONIC MAIL – Acceptable Use Instructions (Page 1 of 2)

Two primary expectations for the use of e-mail are: (1) e-mail systems are not designed for record retention or archival purposes, and (2) e-mail should only be used for content that the sender would be comfortable entering into the public record.

As a responsible member of the Y-12 community, employees are expected to apply common sense and civility to the use of e-mail. Use of e-mail is expected to be legal, ethical, and responsible. Expectations for appropriate use include, but are not limited to the following:

- E-mail users are responsible for ensuring that no classified information is transmitted via the unclassified e-mail system.
- E-mail users are responsible for ensuring that no unclassified controlled nuclear information (UCNI) is transmitted via the unclassified e-mail system.
- E-mail users must abide by security restrictions regarding classification of systems and information, including encoding and encryption, and refrain from attempting to create or use security loopholes or breaches. E-mail communication is generally temporary in nature, and Y-12 e-mail systems are not designed for archival or record retention beyond the normal rotation span of backup media (currently 90 days). Backups are for the purpose of system integrity only.
- Occasional use of e-mail for personal matters needing attention during working hours is acceptable. This communications medium should be considered with the same restraints as use of the business telephone (see Appendix C). E-mail may not be used for personal business purposes, whether profit-making or not.
- Senders must identify themselves clearly and accurately in all electronic communications. Concealing or misrepresenting your name in any form of e-mail communication is not authorized.
- Respect and maintain the integrity of the original author. Alteration of the source of e-mail or other forms of messages or posting is unethical and possibly illegal.
- Use care that your use of e-mail does not create or disseminate computer viruses or other programs that may damage or place excessive load on e-mail or other Y-12 resources.
- Use of the e-mail system to send threatening or racially and/or sexually harassing messages, chain letters, messages containing abusive or objectionable language, or messages which intentionally or unintentionally damages the image or reputation of Y-12 is forbidden.
- The use of broadcast mail (sending the same note to groups of employees) places stress on the e-mail system and generates undesirable volumes of junk mail; it should be selectively used for compelling mission-related reasons only.

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- Ensure your account is used only by you and your account password is known only to you. Be especially careful at shared workstations to completely log off after using e-mail.
- Be aware that e-mail is not a confidential or private medium of communication, and exercise good judgment in choosing what to include in your documents or store in your personal e-mail boxes (those that reside within your desktop/portable work computer). All e-mail is subject to review by either the Company; DOE or its representatives, including the Inspector General's Office; other government regulators (EPA, etc.); as well as the FBI.

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APPENDIX B

INTERNET/NETWORK USE– Acceptable Use Instructions (Page 1 of 2)

The primary intent of these instructions is to clarify a variety of uses of Internet services, bulletin boards, and on-line subscriptions, which are either acceptable or unacceptable. As a responsible member of the Y-12 community, employees are expected to apply common sense legal and ethical standards and exhibit good judgement in their use of Internet resources. As with other IT resources, limited occasional personal use during working hours for matters needing attention is acceptable. The activities identified are not intended to be all-inclusive but instead are provided as examples.

The following activities, to the extent that they conform to the purpose, goals, and missions of the Y-12 Plant and to an individual's assigned job duties and responsibilities, are examples of acceptable uses of Internet services.

- Communication with DOE personnel, vendors, and other private businesses;
- Communications, including information exchange, for professional development or to maintain knowledge or skills;
- Activities involving government-advisory or standards activities;
- Communications for administrative purposes.

The following activities provide examples of unacceptable uses of the Internet or Internet services.

- Private or personal, for-profit activities (e.g., consulting for pay, sale of goods such as Avon and Amway products, stock trading, gambling, etc.).
- Use for private or personal business and/or gain.
- Use for any illegal purpose, including communications, which violate any laws or regulations.
- Unauthorized network scanning or gathering of network traffic.
- Blocking of authorized scanning activities by use of personal firewalls.
- Transmitting threatening, obscene, or harassing messages.
- Intentionally seeking information about, obtaining copies of, or modifying files, other data, or passwords belonging to other users, unless explicitly authorized to do so by those users.
- Interfering with or disrupting network users, services, or equipment. Such disruptions could include, but are not limited to, (1) distribution of unsolicited advertising or messages, (2) propagation of computer worms or viruses, and (3) using the network to gain unauthorized entry to another machine on the network.
- Seeking or exchanging information, software, etc., which is not directly related to one's duties and responsibilities.

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- Unauthorized use or copying of software.
- Use of copyrighted material outside the scope of the agreement with the author or current copyright law.
- Downloading and/or redistributing public domain software without verifying that the program is in the public domain.
- Soliciting the performance of any activity that is prohibited by law.
- Conducting any political activity.
- Making any unauthorized purchases.
- Violating or infringing on the rights, including the right of privacy, of any other person.
- Accessing, creating, or transmitting any defamatory, false, inaccurate, abusive, obscene, pornographic, profane, discriminatory, or illegal material.
- Listening to the radio over the Internet, using instant messaging functions, or accessing similar services or functions.
- Downloading audio/video files that are unrelated to job responsibilities.

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APPENDIX C

TELEPHONES – Acceptable Use Instructions (Page 1 of 1)

Within the Limited Area at Y-12, all telephones, except STU type phones, must be unplugged prior to the beginning of classified discussions that constitute more than an impromptu exchange of information.

Company telephones are for official business use, and personal calls must be kept to a minimum. Under no circumstances are the costs of long-distance calls for other than company business including incoming collect calls to be charged to BWXT Y-12. For clarification, following are some examples of calls that may be charged to the company:

- a call necessary during the transaction of official company business
- a call by an employee injured on the job to notify his or her family or doctor, or
- a call by an employee required to work overtime without advance notice to inform his or her family of the schedule change or to make alternate transportation or child care arrangements.

Personal long-distance calls should be placed collect, billed to your personal telephone credit card, or billed to your residence telephone number. Such calls should be made only in compelling circumstances or when the call cannot reasonably be made outside of working hours, and all calls must be limited to the minimum time necessary to fulfill the purpose.

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APPENDIX D

PAGERS – Acceptable Use Instructions and Other Information (Page 1 of 2)

Acceptable Use

Pagers are similar to telephones in that company-issued pagers are for official business use, and personal use should be kept to a minimum. Employees should also be aware that paging use may be monitored, and records can be retained of individual pages. As with other IT resources, there is no expectation of privacy.

Other Information About Pagers

Paging service in use at the Oak Ridge facilities is of two types—wide area and nationwide. Wide area paging service is provided to Y-12 and other DOE contractors and subcontractors via contractual agreements with a paging service supplier. Wide area paging service allows subscribers to be reached whether they are on the Oak Ridge reservation, in the city of Oak Ridge, or in most counties in the East Tennessee geographical area. Wide area pagers are leased on a monthly basis. This lease includes, but is not limited to pager service, pager equipment, routine maintenance, group call capability, and battery replacements.

Two primary types of wide area paging equipment are available for lease. One type is a standard digital numeric pager. The other type is a digital alpha-numeric pager. The standard numeric pager is a display pager that has both tone or vibrating alert options for notification of an incoming page. The user can read the number on the display part of the pager. Displays can typically accommodate up to 20 characters.

Alpha-numeric pagers have the same capabilities as digital pagers and are also able to receive an alpha-numeric message. The alpha-numeric pager is used by employees who are frequently away from their offices and who need to receive short messages. Alpha-numeric pagers are not replacements for voice mail or electronic mail but should be used to facilitate business operation efficiency. These pagers typically have front displays that can accommodate up to 240 characters. Alpha-numeric pagers may be accessed from a touch-tone telephone; from the Send Pager Request application on the Y-12 internal web server; from an Alphamate console that is leased through the pager vendor; or through paging software utilizing DOS, WINDOWS, or MAC platforms.

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Nationwide paging service is also available under the contract for wide area pager service. Nationwide paging service allows subscribers to be paged in most metropolitan areas of the United States; however, many locations away from major metropolitan areas are not covered. Nationwide pagers in many areas of east Tennessee, for example, are not covered. Nationwide paging service supports both numeric and alpha-numeric pager types.

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APPENDIX E

CELLULAR TELEPHONES – Acceptable Use Instructions and Other Information (Page 1 of 1)

Use of Government-owned Cellular Telephones in Security Areas

With the exception of emergency response equipment, no cellular telephones may be brought into any Material Access Area (MAA), Exclusion Area (EA), or Protected Area (PA) at the Y-12 National Security Complex.

Government-owned cellular telephones may be brought into a Limited Area (LA) only if the cellular telephones do not have a built in recording capability and the following regulations are followed:

1. The cellular telephone must not be activated within 50 feet of a classified discussion or any classified processing.
2. The cellular telephone battery must be removed from the cellular telephone at all times except for the duration of the call (i.e., in response to an emergency or security situation). This does not apply to devices permanently installed in Government vehicles.

Personally-owned cellular telephones are allowed only in the Property Protected Areas (PPA) at Y-12.

Other Guidelines and Information

As with other IT resources, government-owned cellular telephones are for official use, and personal calls must be kept to a minimum. Under no circumstances are the costs of long-distance calls for other than company business to be charged to BWXT Y-12.

Directorates are provided with call detail and associated billing records for each telephone assigned to employees within the organization. Various cellular service rate plans are available from several service providers under contract to BWXT Y-12. The rate plans are structured to take advantage of customer needs and calling patterns. Cellular Telephones are purchased by the customer organization, and a monthly rate and/or rate per minute usage charge based on the selected rate plan is provided.

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APPENDIX F

PERSONAL DIGITAL ASSISTANTS – Acceptable Use Instructions and Other Information (Page 1 of 1)

Personally-owned Personal Digital Assistants (PDAs) are allowed within the Property Protected Areas of Y-12. However, PDAs are strictly prohibited within all security areas of Y-12 including the Limited Area as well as sensitive locations within Property Protected Areas.

Authorization to use government-owned, limited capability PDAs within Y-12 may be granted on a case-by-case basis. Approval to use a government-owned PDA requires written verification that the PDA is operationally necessary, has completed a special Technical Surveillance Countermeasures (TSCM) inspection, and received a positive analysis under risk management principles.

PDAs that have been documented as operationally necessary and meet the above requirements will be clearly marked as such to differentiate them from personally-owned devices. All approved PDAs must have an Automated Information System (AIS) plan approved by Cyber Security.

For information on ordering PDAs, contact the Y-12 CIO. For information on obtaining justification for operational necessity of PDAs, contact the Computing and Telecommunications Security Office.