



<p>STATE OF NEW JERSEY IT CIRCULAR</p> <p>Title: 03- Internet Access Policy for New Jersey State Agencies</p>	NO: 06-03-NJOIT	SUPERSEDES: 97-02-03 & 04-OTS
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	FOR INFORMATION CONTACT: Office of Policy and Planning	

ATTN: Directors of Administration and Agency IT Managers

I. PURPOSE

To establish the overall policy for secure access to and use of the Internet by State agencies.

II. Definitions

1. "Agency" means any agency, authority, board, department, division, commission, institution, institution of higher education, bureau, or like governmental entity of the executive branch of the state government.
2. "Access" is the network infrastructure and services that allow for a communication path between an individual network node and the State/Agency ISP.
3. The "Internet" is a worldwide system of interconnected computer networks in which users at any one computer can obtain and exchange information with any other computer.
4. An "ISP" (Internet Service Provider) is an entity that provides access to the Internet.
5. "TCP/IP" means Transmission Control Protocol/Internet Protocol.

III. POLICY AND PROCEDURES

The Office of Information Technology (OIT) and agencies will maintain a secure, coordinated and cost effective approach to Internet access by State agencies. OIT has been given the authority to administer the access to the Internet by New Jersey State agencies.

To encourage a secure, coordinated and cost effective approach to Internet access, OIT will contract for an ISP and administer State agency Internet access.

Separate access contracts negotiated by individual agencies must be reviewed and approved by OIT. The agency must justify that a technical incompatibility or special functional requirement exists.

Agency access to the Internet through the designated ISP or OIT approved agency ISP is offered as a tool for meeting the programmatic needs of the State. State provided Internet access is State property and is intended for official business. The use of State provided Internet access by State agencies and their employees constitutes the acceptance of responsibilities and obligations that are subject to federal, state, and local laws and regulations.

OIT and State agencies have the authority and responsibility to monitor Internet access. Any unauthorized access and use discovered during such monitoring may be reported to agency management for appropriate action.

IV. Functions

a. Agency

- i. An agency shall provide for agency Internet access administration.
- ii. An agency may install and update necessary system-wide virus protection software in consultation with OIT.
- iii. An agency shall determine which employees shall be allowed access to and use of the Internet.
- iv. An agency may monitor agency staff access to and use of the Internet to ensure that it is appropriate and consistent with agency program goals.

b. Office of Information Technology

- i. OIT shall administer and manage TCP/IP addressing.
- ii. OIT shall monitor the performance and capacity levels of the Internet access infrastructure.
- iii. OIT shall upgrade the infrastructure as necessary to meet the programmatic needs of State agencies.
- iv. OIT shall ensure that security and firewall systems are sufficient and operational.
- v. OIT shall provide agencies with access to monitoring information requested by the agency.

This policy supersedes Circular Letter No. 97-02-03 and -04-OTS (August 30, 1996) to the extent those Circular Letters are inconsistent with this policy. Those Circular Letters are continued for purposes of any pending or anticipated disciplinary or other enforcement action.