

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 04.05.010	PAGE 1 of 2
	EFFECTIVE DATE May 30, 2014	
SUBJECT AMHS Computer Network Policy	SUPERSEDES 04.05.010	DATED June 4, 2008
CHAPTER Alaska Marine Highway System	SECTION Procurement and Property	APPROVED BY Signature on file

PURPOSE

This formalizes the policy and procedure (P&P) of the department on maintaining the productivity of computer resources, promoting convenient access and exchange of information by all Alaska Marine Highway System (AMHS) personnel.

POLICY

It is the policy of the department that state owned computers are subject to monitoring at all times. There is no privacy on office computers. The State of Alaska's Information Security Policies (ISP-172) on "Business Use/Acceptable Use" of information assets and technology resources is incorporated into this policy by reference.

PROCEDURE

Computer Software Installation and Modifications

- A. In order to preserve the integrity of AMHS workstations, all hardware or software installation and modifications may only be done with consultation and approval of the Computer Services Group (CSG). Employees may not edit the system registry, partition or format hard drives, change network settings, add user accounts, etc. without active participation of the CSG. Requests for support should be directed to the help desk: <http://amhshelpdesk>
- B. Every effort should be made to maintain the consistency of the user desktop and menus on shared workstations to promote effective operation by all users. Do not modify display settings, file folders or shortcut names from the standard.
- C. Templates are provided to ensure a consistent format for reports and correspondence. This consistency allows for more efficient handling by clerical staff and management. Submit forms and reports using the formats provided. Do not modify the templates. For ideas and recommendations, submit to AMHS headquarters for approval and distribution so that everyone may benefit.
- D. Only authorized software may be installed. Only software properly licensed to the State of Alaska is authorized. Games are never authorized to be installed. The CSG may remove unauthorized software at any time without notice.

- E. Downloading or copying audio or video files, e.g. MP3, without legal right constitutes theft of intellectual property. State policy forbids illegal activity on state owned computers. Unnecessary files will be deleted from disk drives if the volume of files hampers system performance.

Email

- A. Email attachments should be limited to less than 1MB (larger emails may be undeliverable).
- B. Email attachments with an **.exe, .com, .pif, .bat or .vbs** extension should not be opened unless it is expected and the sender or source of documents are known and legitimate. Many viruses generate messages that may look like they are from a familiar sender or source but contains harmful programs which could destroy files, incapacitate computers, or congest the network. In this case, the safest course is to delete the message containing any unexpected attachments. If the message is unlike anything that may have seen or heard of, please forward the message to: dot.amhs.computer.services@alaska.gov for evaluation.

Unauthorized Network Activity

- A. A user may not use computing resources for unauthorized monitoring of electronic communications (streaming audio & video).
- B. Only State of Alaska equipment may be added to the state network. Personal computers may not be added to the state network.
- C. Personal equipment (portable hard drives, memory sticks, and zip drives) may not be added to state computers. (**Only** state owned equipment may be added to state computers).

AUTHORITY

AS 44.17.030

IMPLEMENTATION RESPONSIBILITY

AMHS Computer Services Group (CSG)

DISTRIBUTION

All department employees via the DOT&PF website