

INTERNET ACCESS POLICIES ANNOTATED BIBLIOGRAPHY

November 1997

TABLE OF CONTENTS

- [SAMPLE POLICIES](#)
 - [INTERNET ACCESS POLICY COLLECTIONS](#)
 - [INTERNET POLICY DRAFTING CONSIDERATIONS](#)
 - [ISSUES](#)
-

I. SAMPLE POLICIES.

Administrative Office of Pennsylvania Courts. *AOPC Usage Policy*. (August 4, 1997).
<http://www.courts.state.pa.us/pub/dp/inpolicy.htm>

A short but comprehensive policy developed by the Administrative Office of Pennsylvania Courts to help employees use the Internet effectively.

Broward County Florida Internet Policy, Standards, and Procedures for Using the Internet. (September 1, 1995).

This excerpt from the Broward County Internet User Manual describes the county's objectives of creating a more effective agency by providing Internet access to Broward County employees. The policy details the responsibilities of the county's OIT office in providing access, the training required before Internet use, and security precautions that prevent remote Internet access to county computers. Section 1.5.3 states that users may send only public information (as defined by Florida's Public Records Act, section 119 of the Florida Statutes) over the Internet. Section 1.5.8 also explicitly defines "unprofessional use" of the Internet.

Department of the Interior. *Internet Access Policy* (April 23, 1996).
<http://phxdg1.apo.lc.usbr.gov/doipol.html>

This draft of the Department of the Interior's Internet access policy discusses legitimate uses of the Internet, provides a brief description of the Net, outlines supervisor and user responsibilities, and gives examples of prohibited activities. The policy also distinguishes between employee use during working hours and non-working hours and allows non-work related activities to enhance searching skills.

Draft: Internet Usage Policy: Minnesota Supreme Court (December 20, 1995).

The purpose of this draft judicial branch policy is to encourage appropriate use of the Internet as a business tool. The policy is simple and straightforward, stating that judicial branch information and communication systems are valuable business assets and users must employ good judgment in using the systems and the Internet.

Marcord 60-04--Maritime Command Policy on the Provision, Authorization and Use of Internet. Department of National Defence Canada, 1997.

http://www.marlant.hlfx.dnd.ca/n63/marc60_4.html

This directive from Canada's Atlantic forces describes the background, purpose, and definition of the Internet, before providing a comprehensive usage policy. It covers such topics as release of information over the Internet, official Internet languages, and copyright provisions as well as general access to information, e-mail, and privacy provisions.

NCSL Report: A Model Policy for Appropriate Use of the Internet. National Conference of State Legislatures. Adopted by the Task force, June 6, 1997.

<http://www.ncsl.org/public/propuse.htm>

The NCSL suggests a series of guidelines for legislative computer system access. It specifies the danger of treating the Internet as an informal means of communication and provides seven general usage principles for legislative members and staff. The report also states the legislative computer system's appropriate and inappropriate uses.

Personal Computer and Electronic Communication Media Use and Privacy. Olympia, WA: Office of the Administrator of the Courts (August 11, 1995).

The memorandum and policies applicable to the Washington Supreme Court, governing use of personal computers, the Court's network, e-mail and voice mail. A version of the policies with explanatory annotations is included. The policy restricts use of computers and electronic communications media to "purposes related to the business of the judiciary"; restricts software and databases to those approved by the Court's automation committee, legally acquired, and evidenced by a valid license; and prohibits use for enumerated purposes. The policies also address use of passwords, possibility of unauthorized access, backup and storage of e-mail messages, and the authority to access employees' stored messages.

Ridley, Clarence H. "Company Internet (and E-Mail) Usage Policy -Form 15-6," in *Computer Software Agreements: Forms and Commentary*, rev.ed. Boston: Warren Gorham & Lamont, 1993.

A very comprehensive set of guidelines to help employers develop an Internet policy that will protect both the employer and the employee. The forms and commentary give examples of fair use, services available on the Internet, security issues, and how to effectively support Internet access. The section regarding use is clear, effective, and can be adapted to fit almost any business structure.

State of Delaware. Office of Information Services. Office of Telecommunications Management. *State Information Transport Network Acceptable Use Policy* (February 4, 1997). <http://www.otm.state.de.us/otm/sitnlaw.htm>

A clear and comprehensive set of guidelines to help employers develop an Internet policy that will protect both the employer and employee. It gives examples of fair use, services available on the Internet, security issues, and how to effectively support Internet access. The section regarding use is clear, effective, and can be adapted to fit almost any business structure.

Superior Court Law Library. *Internet Use Policy*. Superior Court in Maricopa County (1996). <http://www.maricopa.gov/lawlibrary/docs/Inetpol.asp>

The employee use policy of the Superior Court Law Library describes appropriate usage, e-mail, security, confidentiality, and how to request access to the Internet. Originally prepared for consideration by Maricopa County PC/LAN Managers Group and Corporate Business Technology Department.

Wisconsin Court System Internet Access Policy. (Draft: September 24, 1996).

The access policy describes the reasons for the policies, the appropriate uses of the Internet on Court-provided equipment, and how the Court is trying to ensure the safety of the computers from viruses transmitted via the Internet. This policy also includes a brief description of what types of materials employees may publish on the Internet.

II. INTERNET ACCESS POLICY COLLECTIONS.

Brown, Susan. *Technology and WWW Policies*. Colorado College, Tutt Library (March 14, 1997). <http://www.cc.colorado.edu/Library/current/wwwpol.html>

This collection features linked policies from the "Oberlin Group", eighteen other university policies, and links to British and American collections.

CAUSE. *Information Resources Library*. <http://www.educause.edu/issues/policy.html>

CAUSE provides several collections of information resource policies, including those for the Web. It supplies links to two other university Internet policy collections as well.

Kimmel, Stacy. *WWW Policies and Guidelines*. July 7, 1997.
<http://www.lehigh.edu/~sek2/wwwpols.html>

Stacy Kimmel includes news on policies and guidelines, links to eleven of the major government and academic collections, and 139 individual university policies or policy guidelines. She also provides a list of education-oriented web policy articles under "Articles and Citations".

Lake Oswego Public Library. *Public Library Internet Access Policies*. Lake Oswego, Oregon. (August 7, 1997). <http://www.ci.oswego.or.us/library/poli.htm>

As of 8-7-97 this site was no longer being updated, but it is still a useful collection of policies. Librarians of the Lake Oswego Public Library have compiled the policies of 125 public library policies, grouped by city, by state, by size, and by date of policy origin. They also provide tables analyzing 26 elements of library policies by each of these criteria. The page additionally includes links to the Rice University Collection of K-12 Policies, and two of the most complete and well-linked academic policy collections on the Net.

Municipal Research and Services Center of Washington Library. *Internet Usage and E-Mail Policies*. Seattle, Washington. (May 1997).

<http://www.mrsc.org/library/compil/cpemail.htm>

The Municipal Research and Services Center has prepared this collection of municipal agency Internet access and e-mail policies. Policies focus mainly on Washington and the western states, with useful supplementary articles from government agency newsletters.

III. INTERNET POLICY DRAFTING CONSIDERATIONS.

Carlson, Thomas C. *Information Superhighway Implementation Guidelines*. National Center for State Courts and the State Justice Institute (November, 1995).

<http://www.ncsc.dni.us/ncsc/isig/guide.htm>

This comprehensive set of guidelines provides a vast range of useful information for court managers interested in the Internet and how the use of this tool can be beneficial to the court system. It discusses the Internet in general, considers how courts can use the Internet to provide access to their records in addition to obtaining useful information from other courts, and addresses the legal issues surrounding the use of this technology.

Computer Security Institute. *CSI Manager's Guide to Internet Security* (1994).

This guide discusses the problems involved with providing access to the Internet, considers how to create useful policies, gives examples of Internet abuses and security issues, describes the lessons that can be learned from these situations and provides concrete ways to help prevent these situations from occurring.

Hambleton, James, Jacqueline S. Wright and Timothy N. Holthoff. *Legal Waysides on the Information Superhighway: What Archie and Veronica are Doing with Gophers in Cyberspace*. Williamsburg: National Center for State Courts, Fourth National Court Technology Conference (October 1994).

This paper prepared for the 1994 Conference briefly discusses the origins of the Internet, the procedural protocols that allow the Internet to operate, and the Internet's importance to the court system. The authors focus mainly on the Internet's security, potential for research, and ease of access for courts and legal researchers.

Hillis, Bradley J. "Approaches to Internet Access: A Primer for Managers of Courts and Law Firms." *ILP Newsletter* (January 20, 1997). <http://www.collegehill.com:80/ilp-news/hillis.html>

Hillis, a legal analyst with the U.S. Office of the Administrator for the Courts, reviews the options available for allowing employee access to the Internet. A manager may provide e-mail access only, Telnet (text -only, without e-mail) access, or complete access to the Internet. E-mail allows employees to send documents to one another, and requires little training, but leaves a great amount of litter and lends itself to unproductive personal use. Telnet access permits the searching of some statutes and world wide card catalogs but not the full text of books or periodicals listed. Telnet also removes some of the security concerns associated with the world wide Web. Only open access to the Web allows full use of the electronic resources available. Security measures such as a firewall can provide full access without some of the risks, but do increase the cost of using the Internet. Hills concludes even limited access is better than none and provides a list of useful Telnet sites.

Power, Richard. "Security in the Digital Age." *15 Digital Age 20* (January 1996).

This article is an overview of security programs in the emerging corporate setting of increased Internet working and distributed systems. The author identifies three common shortcomings of security planning: failure to understand the scope of the risks and vulnerabilities, disproportionate concern about Internet security and firewalls, and over reliance on technology for system security. To address these, he advocates preparation of strong, enforceable written guidelines for e-mail, attention to physical systems security, development and testing of emergency response plans, and attention to end users (increasing their awareness of and responsibility for security, and monitoring of workstation practices).

Stoner, Michael. *Web Policies That Work*. Council for Advancement and Support of Education, 1995. Excerpted with permission from *CASE Currents* (October 1995). <http://www.rutledge.com/stoner/polhome.html>

Stoner's article provides advice on how to formulate a university Web page. He includes suggestions for Web page guidelines as well as examples and a policy element checklist.

Stark, Them. "Use Policies for Internet Access." *13 LAN Times 84* (April 15, 1996).

Organizations can implement corporate Internet access policies to eliminate Internet abuses, which can result in lawsuits and a loss of employee productivity. This article provides examples of employee abuse and outlines ways in which companies can protect themselves from employees wasting time on the Internet.

Warshsky, Gale. *CSP2329 Version 1 November 4, 1993. LLNL Computer Use Policy and Security Rules*. Lawrence Livermore National Laboratory (1993).

This is a listing of general computer use policies and security rules that apply to all personnel using LLNL computers on networks. Reading this article will give anyone writing policies of this nature useful tips on what should and should not be included.

IV. ISSUES.

Allison, G. Burgess. "E-mail Security on the Internet." *Law Practice Management - Technology Update* (April 1996). <http://www.abanet.org/lpm/magazine/tu963.html#tag0>

Allison discusses the issue of Internet security and the pros and cons of sending e-mails via the Net. His companion "Parting Shots" piece also considers internet usage policies, the current fear of the Internet and the validity of this line of thought.

Chun, Alex. "Cyber Sprawl (Pitney Bowes Management Services Study Finds Increasing Access Of Lawyers to Internet)." 109 *Los Angeles Daily Journal (California Law Business)* S18 (June 24, 1996).

Chun presents the results of a study which looked at the impact that technology was having on lawyers in their daily lives. The article begins by outlining some of the numerical results of the study and then goes on to provide some commentary from respondents on how the technology is working for them and what issues they have encountered. These real life scenarios are interesting and provide readers with a real look at what the new programs and services can really provide for a busy attorney.

Crockett, Rodger O. "Cruising in Cyberspace on Company Time." *Oregonian* F01 (March 10, 1996).

Crockett discusses employers' fear that providing Internet access will lead to wasted time and illegal activities. He investigates the reality of the situation and provides reasonable alternatives.

Dutcher, William. "You Can't Get There From Here." 13 *PC Week* N5 (April 29, 1996).

The Internet can be a productive tool, but employee abuse can waste more time than computer games. Few access-control methods are foolproof, but most will work reasonably well in conjunction with Internet usage policies. Dutcher surveys methods of controlling usages and provides descriptions of tools available to assist employers.

Ferraro, Cathleen. "Employers Fret as Workers Go On Line to Goof Off." *Sacramento Bee* A1 (April 14, 1996).

Ferraro discusses the fear of Internet abuse by employees and describes the steps the state of California is taking to prevent abuse and protect employees from accessing offensive materials.

Griffith, Cary. "Four Reasons Every Law Office Should Access The Internet." 12 *Information Today* 10 (February 1995).

Griffith presents four compelling reasons why law firms should take the plunge and provide Internet access for their staff. Reasons include: the Internet is useful for business and could lead to new clients, other businesses are beginning to expect firms to have Internet access and may not do business with those who do not have e-mail, there are

many legal resources available on the Internet from case law to statutes, and legal publishers are beginning to make some of their works available at little or no cost. Anyone who needs to try and convince management of the benefits of the Internet will get a fair amount of ammunition from this article.

Lange, Larry. "Is Big Brother Stalking the Net?" 906 *Electronic Engineering Times* 1 (June 17, 1996).

Efforts to regulate the Internet are raising concerns that users' "cyber-rights" will be violated, and Internet users will suffer from censorship and lack of privacy. Lange describes the steps that the Federal government is taking to prevent illegal activities from occurring on the Internet.

Leinfuss, Emily. "Policy Over Policing." 18 *InfoWorld* 55 (August 19, 1996).

Leinfuss discusses corporate e-mail and Internet policy development. Technological change makes it very difficult to develop consistent e-mail and Internet use policies. Primary areas of concern are privacy and security. The author recommends the Electronic Messaging Association's white paper on developing an e-mail policy, and Baseline Software's *Information Security Policies Made Easy* which provides more than 700 policies and policy templates, and suggests IS managers join in developing privacy and security policies, develop retention policies that are amenable to IS and to the company, and create audit procedures.

McKague, Anne. "To Surf the Net or Play Solitaire?" 22 *Computing Canada* 11 (February 1, 1996).

McKague describes the corporate fear that employees will waste time on the Internet and addresses the issue of controlling access to certain areas of the Net. The author emphasizes the point that while some workers may waste time, the Internet is a valuable tool and companies should learn to trust their employees.

Newberry, Jon. "Out-Of-Office Experiences; From Communicating with Clients To Locating Experts Worldwide, Lawyers Are Finding The Internet Can Help Boost their Hometown Practices." 82 *ABA Journal* 54 (September 1996).

Newberry provides several interesting case studies of how attorneys are using the Internet in different ways to improve their practices and increase their access to clients and other professionals. The article describes the effect such things as virtual networks, international connections via the Internet, and improved legal research tools are having on the legal profession. An interesting overview on the impact of the Internet on the legal profession.

Shein, Esther. "Big Brother?" 13 *PC Week* 43 (July 29, 1996).

Many companies use monitoring tools to note or even restrict unproductive use of the Internet. However, monitoring raises concerns over users' lack of privacy, especially when a company does not have an official Internet use policy. The article discusses the implications of monitoring employees use and raises the notion that use of these tools should be limited until there is a formal policy in place as many companies report that there is relatively little actual abuse of Internet access.

Thurm, Scott. "A New Way to Goof Off: Net Proliferates as Workplace Diversion, Sparking Debate on Whether It's Good Use or Abuse." *San Jose Mercury News* 1A (September 15, 1996).

A good article on the pros and cons of providing Internet access. Discusses legitimate uses of the Internet provides examples of Internet abuse, and shows how surfing the Net during lunch and off-time can actually improve productivity during the work day.

[Home](#) | [Search this Site](#) | [Send a Request](#) | [WebPAC](#)

Please send e-mail to services@scll.maricopa.gov
with questions or comments about this web site.