

UNITED STATES COURT  
DISTRICT OF IDAHO

United States District and Bankruptcy Court  
For the District of Idaho

JUN - 4 2003

In the Matter of Adopting an )  
Appropriate Internet Access Policy )

M. RECD  
LODGED \_\_\_\_\_ FILED 13

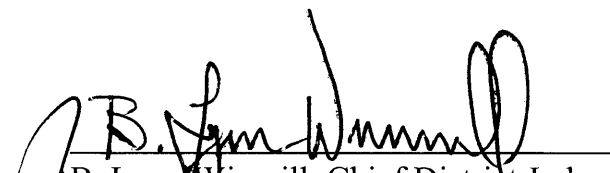
General Order # 181


The Court having taken notice of the Judicial Conference policy regarding use of the Internet, and

The Court having previously adopted a Limited Use of Government Equipment Policy and an Internet Use Policy,

Now Therefore, the attached Appropriate Internet Access Policy is adopted and will go into effect on July 1, 2003

Dated this 4th day of June, 2003.

  
\_\_\_\_\_  
B. Lynn Winmill, Chief District Judge

  
\_\_\_\_\_  
Jim D. Pappas, Chief Bankruptcy Judge

## **United States Courts, District of Idaho**

### **Appropriate Internet Access Policy**

June 2003

In January, 2003, the Court adopted the Limited Use of Government Equipment Policy. Under this policy, judiciary employees are permitted limited use of government office equipment for personal needs if such use does not interfere with official business and involves minimal additional expense to the government. The limited personal use of government office equipment should only occur during employees' non-work time. This privilege to use government office equipment for non-government purposes may be revoked or limited at any time by the Chief Judge, Court Executive, or Chief Probation Officer.

This policy also defined inappropriate use as follows:

- using equipment for activities that are illegal, inappropriate or offensive to fellow employees or the public, such as hate speech, or materials that ridicule others on the basis of race, creed, religion, color, gender, disability, national origin, or sexual orientation
- creating, downloading, viewing, storing, copying, transmitting, or retransmitting sexually explicit or sexually oriented material.
- creating, downloading, viewing, storing, copying, transmitting, or retransmitting material related to illegal gambling, illegal weapons, terrorist activities, any other illegal or prohibited activities;

In September 1998, the Court adopted an Internet Use policy with the following guidelines:

- Use of the public Internet network accessed via computer gateways owned, or operated on the behalf of the United States District Court for the District of Idaho imposes certain responsibilities and obligations on Court employees and officials and is subject to Court policies and local, state and federal laws. Acceptable use should always be ethical, reflect honesty, and show restraint in the consumption of shared computing resources. It should demonstrate respect for intellectual property, ownership of information, system security mechanisms, and an individual's right to freedom from harassment and unwarranted annoyance.
- Use of Internet services provided by the Court is subject to monitoring for security and/or network management reasons. Users of these services are therefore advised of this monitoring and agree to this practice. This monitoring includes the logging of what Internet resources and "sites" are accessed by which users. Users should further be advised that many external Internet sites also log who accesses their

- resources, and may make this information available to third parties.
- By participating in the use of Internet systems provided by the Court, users agree to be subject to and abide by this policy, as well as the Court Computer Security Policy. Willful violation of the principles and provisions of this policy may result in disciplinary action.
  - This policy hereby incorporates by reference the Code of Conduct for Judicial Employees, which is applicable to all Internet activities.

As noted in these policies, no judiciary employee has the right to use government computer equipment in an inappropriate way.

It is the policy of this Court to block inappropriate Internet sites. The following listed sites do not have a business purpose and have been characterized as offensive. The following sites will be blocked from Internet access:

- adult/sexually explicit
- gambling
- criminal skills
- hacking, hate speech
- violence and weapons.

Judiciary employees may have a business purpose in accessing a blocked site, or an appropriate site may be blocked for some unknown reason. If this is the case, access rights may be restored, upon request, by the Systems Manager.

If a supervisor or judge suspects that an employee is abusing Internet privileges by accessing an inappropriate site or spending excessive amounts of time on-line, the judge who supervises the employee, the Court Executive, or Chief Probation Officer will conduct an investigation into this matter. During the investigation, the employee will be notified and given an opportunity to respond. If the judge, Court Executive, or Chief Probation Officer believes that the employee's explanation is inadequate and that there is reason to believe that an abuse of Internet privileges has occurred, a request to review that employee's Internet activity may be submitted to the Board of Judges. If the Board of Judges determines that there is probable cause to believe that an abuse of Internet privileges has occurred, they may authorize the Systems Manager to produce a report of that employee's Internet activity. This report will be limited to the employee who may have abused Internet privileges.

Thereafter, the report may be used as the basis for further disciplinary action. Any reports which are produced will be confidential and only viewed by those specified by the Board of Judges.

Any employee who willingly violates this policy will be subject to the full range of disciplinary action, including termination.

This policy may be amended at any time by the Board of Judges. Adopted by the Chief Judges on June 4<sup>th</sup> 2003.

### **CERTIFICATION**

I have read and understood this policy.

\_\_\_\_\_  
Signature