



Policies and Benefits

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Information Security: Internet rules for the workplace

The Internet has become a common convenience for nearly everyone, and while many of us enjoy surfing the Web during our personal time, Internet use in the workplace is a different matter. Fortunately, the Texas Department of Criminal Justice's (TDCJ) Information Resource Security Program (IRSP) clearly defines appropriate Internet use while at work.

Websites accessed while working at TDCJ must comply with Information Resource Acceptable Use guidelines stipulated in the IRSP, which can be found on the agency's Intranet. While the IRSP covers many aspects of Internet use at work, it does not anticipate every potential incidental use. For this reason, individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet systems. These guidelines can add to the IRSP policies, but must be consistent with them.



IRSP rules govern appropriate incidental use of the Internet while at work, and your activity on the Internet is subject to monitoring. A partial list of these rules includes the following important points.

Incidental use cannot interfere with the normal performance of an employee's work duties. Internet access is restricted to TDCJ approved users; it does not extend to family members or other acquaintances, and incidental use cannot be used for personal gain or result in direct costs to TDCJ. Business-related purchases made over the Internet are subject to state purchasing rules.

Internet software is provided to authorized-users for business use only, and must be part of the TDCJ standard software suite or approved by the Information Security Officer (ISO). This software must incorporate all vendor-provided security patches and all downloaded files must be scanned for viruses.

Files sent or received over the Internet must not create a legal liability or cause embarrassment to the agency. All files and documents on agency equipment are owned by TDCJ and may be subject to public information requests.

If you have questions, comments or suggestions regarding TDCJ Information Security, please contact the Information Security Office at: iso@tdcj.state.tx.us or 936-437-1800. ●