



INTERNAL OPERATING POLICY

Number: 4.500
Subject: Information Systems
Acceptable Use

Recommended by: _____

Dale W. Penn, Director

Effective Date: March 31, 2008

Adopted by _____ of the Oregon State Lottery Commission this 21st day of March, 2008.

Steven Ungar, Chair
Oregon State Lottery Commission

PURPOSE: The purpose of this policy is to inform users of the appropriate and acceptable uses of Oregon State Lottery information systems to help ensure the confidentiality, integrity, and availability of those systems.

“User” includes all Lottery employees, volunteers, agents, vendors, contractors, and third parties with access to Lottery information systems beyond ordinary public access.

“Information System” includes computers, hardware, software, storage media, networks, operational procedures and processes, used in the collection, processing, storage, sharing, or distribution of information within the state’s shared computing and network infrastructure.

POLICY: The Oregon State Lottery provides information systems, and the use of such systems, only for the conduct of Lottery and State of Oregon business as provided in this policy. The Lottery has sole discretion to determine if a use is business use, as that term is defined in this policy. This policy applies to all users of Lottery information systems.

The Lottery grants access to Lottery information systems as required by the user’s duties. The Lottery may withdraw or limit access at any time. The Lottery shall authorize and authenticate a user’s identity and access rights before the user is permitted to use or access Lottery information systems.

All users must comply with all applicable copyrights, licenses, contracts, intellectual property rights and laws associated with data, software, and other materials made available through Lottery and State of Oregon information systems.

Only Lottery authorized hardware and software (including screen savers) may be attached, connected, downloaded, or installed on Lottery information systems. Lottery systems may not be reconfigured without Lottery authorization.

The Lottery may limit, suspend, or revoke the access and use privileges of any user. Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from Lottery service. A violation may also constitute a computer crime under ORS 164.377. (Attachment A.)

The Director must approve and document any exceptions to this policy.

INTERNET AND E-MAIL USE: Use of the Internet and e-mail increases the risk of exposing Lottery and State of Oregon information systems to security breaches. **The Lottery can only accept this risk for the conduct of Lottery or State of Oregon business. The Lottery only permits business use of its e-mail or Internet systems.**

“**Business use**” is use of the information systems which is related to the work being performed by the user.

Business use includes:

- 1) Accessing information related to employment with the State of Oregon and the Lottery;
- 2) Accessing news about the Oregon Lottery and the lottery industry; and
- 3) Checking schedules, weather, and travel conditions.

Examples of approved sites include PEBB, PERS, EAP, the Oregon JOBS page, Oregon Savings Growth Plan, Trip Check, and the websites of other government agencies. The Director may approve additional sites.

In the event that a user accidentally accesses an inappropriate site, the user should immediately exit from the site. It is also recommended that the user close the web browser and then reopen it. The user should also delete any “cookies” that the site may have placed on the user’s computer. The user should notify the user’s immediate supervisor that an inappropriate site was accidentally accessed.

Use to obtain information in emergency situations is also acceptable. An emergency situation is one which either:

- Threatens one’s life or the life of another.
- Threatens bodily injury or harm to one’s self or another.
- Threatens injury or harm to property.

Authorized users may log-on to Lottery networks from remote locations with Lottery provided remote access systems or software. The Lottery may permit remote access from non-state devices to e-mail or other approved applications via a web page.

Agency-wide and statewide e-mail broadcasts may require the prior approval of the appropriate Assistant Director or the Director. The Lottery may pre-approve certain broadcast functions as

part of the normal duties of a position or may grant standing approval for employee event announcements such as retirements, office functions, fundraisers, or other similar items. The Lottery may approve others on a case-by-case basis.

All electronic publishing is restricted to Lottery business and requires prior authorization. Electronic publishing includes, but is not limited to: Creating web pages, posting to Internet groups, chat rooms, or e-mail list services. The Lottery does not permit personal publishing.

The Director may authorize an employee to post queries or professional comments to Internet or e-mail groups to further the conduct of Lottery business. The content and the frequency of postings must reflect the Lottery's interests and conform to this policy.

Confidential information transmitted externally must be protected and comply with the Lottery's Data Classification Policy.

PROHIBITED CONDUCT:

System Security: Unless authorized, users must not, or attempt to:

- (a) Access any systems requiring authentication without prior authorization from the system owner;
- (b) Obtain or use another's login name or password;
- (c) Defeat or breach computer or network security measures;
- (d) Access, intercept, view, or monitor electronic files, communications, or information of users unless needed for a business use. Approval must be obtained from the author or responsible business owner;
- (e) Alter data stored in Lottery information systems, or destroy or otherwise change such data;
- (f) Send e-mail or other electronic communications that attempt to hide the identity of the user or represent the user as someone else, or use scramblers, re-mailer services, drop-boxes, or identity-stripping methods;
- (g) Use personal hardware or software to encrypt any Lottery-owned information; or
- (h) Attach any privately owned hardware to Lottery or State of Oregon-provided networks, computers, or other equipment. Privately owned hardware includes, but is not limited to: Personal Digital Assistants, thumb drives, digital cameras, and laptop computers.

Personal Use Prohibited: The Lottery's information systems must only be used for business purposes. Examples of prohibited personal use include, but are not limited to:

- (a) Conducting personal business, whether or not business is for profit;
- (b) Hosting or operating personal web pages;
- (c) Personal postings to Internet groups, chat rooms, web pages, or list serves;
- (d) Peer-to-Peer (P2P) file sharing;
- (e) Creating, sending, or forwarding chain e-mails;
- (f) Playing computer games, whether Internet, personal, or those included with approved software;

- (g) Playing personal CDs or DVDs, transferring music from CDs to a workstation or notebook hard drive, creating audio or video disks for personal use, or transferring video or music to portable players;
- (h) Downloading music or video from the Internet;
- (i) Facilitating unauthorized Internet gaming or Internet gambling; or
- (j) Personal solicitation, including lobbying, soliciting, recruiting, selling, or persuading for or against any commercial ventures, products, religious or political causes, or outside organizations.

Prohibited Behavior: When using Lottery or State of Oregon information systems, users must not engage in any behavior which:

- (a) Is illegal or promotes illegal activities;
- (b) Is harassing or threatening;
- (c) Condone or fosters hate, bigotry, discrimination, or prejudice;
- (d) Makes discriminatory reference to race, age, gender, sexual orientation, religious or political beliefs, national origin, health, or disability;
- (e) Is untrue, fraudulent, or defamatory;
- (f) Is obscene, pornographic, or sexually explicit; or
- (g) Contains offensive humor.

MONITORING: The Lottery will monitor use of its information systems on a random basis and for cause. The Lottery will create usage reports which Lottery management will review for compliance with applicable Lottery and State of Oregon policies.

All uses of all Lottery information systems are subject to audit and review by the Lottery, the Internal Auditor, the Secretary of State, and the Government Ethics Commission.

Users should not expect that any use of Lottery information systems is private, or that any information they convey, create, file, or store using Lottery information systems is confidential or private except as provided by law.

All information, data, and files on Lottery information systems are subject to public records law and may be subject to disclosure without permission or knowledge of any user.

MISCELLANEOUS:

Lunch Room Terminals: Certain Lottery-provided computers may be used for non-business Internet use on non-work time. These terminals will be located in the Lottery Headquarter's lunchroom and remote offices and will not be connected to the state network. The Lottery will employ blocking software on these terminals.

Wi-Fi: The Lottery may provide Wi-Fi Internet access in the Lottery Headquarters Building which will not be connected to the state network. It may be accessed using personal laptops, or other personal equipment with an Internet connection, on non-work time. The Lottery is not responsible for personal property brought onto state property.

Public Use: Lottery provided Internet access and e-mail which the public may access will be appropriately secured or isolated to protect Lottery information systems.

Authority: ORS 184.305, ORS 184.340, ORS 291.037, and ORS 291.038.

Attachments: Attachment A – ORS 164.377 Computer Crime

References: Acceptable Use of State Information Assets, Department of Administrative Services Policy No. 107-004-110

Attachment A

ORS 164.377 – Computer Crime

(1) As used in this section:

(a) To “**access**” means to instruct, communicate with, store data in, retrieve data from or otherwise make use of any resources of a computer, computer system or computer network.

(b) “**Computer**” means, but is not limited to, an electronic, magnetic, optical electrochemical or other high-speed data processing device that performs logical, arithmetic or memory functions by the manipulations of electronic, magnetic or optical signals or impulses, and includes the components of a computer and all input, output, processing, storage, software or communication facilities that are connected or related to such a device in a system or network.

(c) “**Computer network**” means, but is not limited to, the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals or a complex consisting of two or more interconnected computers.

(d) “**Computer program**” means, but is not limited to, a series of instructions or statements, in a form acceptable to a computer, which permits the functioning of a computer system in a manner designed to provide appropriate products from or usage of such computer system.

(e) “**Computer software**” means, but is not limited to, computer programs, procedures and associated documentation concerned with the operation of a computer system.

(f) “**Computer system**” means, but is not limited to, a set of related, connected or unconnected, computer equipment, devices and software. “**Computer system**” also includes any computer, device or software owned or operated by the Oregon State Lottery or rented, owned or operated by another person or entity under contract to or at the direction of the Oregon State Lottery.

(g) “**Data**” means a representation of information, knowledge, facts, concepts, computer software, computer programs or instructions. “**Data**” may be in any form, in storage media, or as stored in the memory of the computer, or in transit, or presented on a display device. “**Data**” includes, but is not limited to, computer or human readable forms of numbers, text, stored voice, graphics and images.

(h) “**Property**” includes, but is not limited to, financial instruments, information, including electronically produced data, and computer software and programs in computer or human readable form, intellectual property and any other tangible or intangible item of value.

(i) **“Proprietary information”** includes any scientific, technical or commercial information including any design, process, procedure, list of customers, list of suppliers, customers’ records or business code or improvement thereof that is known only to limited individuals within an organization and is used in a business that the organization conducts. The information must have actual or potential commercial value and give the user of the information an opportunity to obtain a business advantage over competitors who do not know or use the information.

(j) **“Services”** include, but are not limited to, computer time, data processing and storage functions.

(2) Any person commits computer crime who knowingly accesses, attempts to access or uses, or attempts to use, any computer, computer system, computer network or any part thereof for the purpose of:

(a) Devising or executing any scheme or artifice to defraud;

(b) Obtaining money, property or services by means of false or fraudulent pretenses, representations or promises; or

(c) Committing theft, including, but not limited to, theft of proprietary information.

(3) Any person who knowingly and without authorization alters, damages or destroys any computer, computer system, computer network, or any computer software, program, documentation or data contained in such computer, computer system or computer network, commits computer crime.

(4) Any person who knowingly and without authorization uses, accesses or attempts to access any computer, computer system, computer network, or any computer software, program, documentation or data contained in such computer, computer system or computer network, commits computer crime.

(5) (a) A violation of the provisions of subsection (2) or (3) of this section shall be a Class C felony. Except as provided in paragraph (b) of this subsection, a violation of the provisions of subsection (4) of this section shall be a Class A misdemeanor.

(b) Any violation of this section relating to a computer, computer network, computer program, computer software, computer system or data owned or operated by the Oregon State Lottery or rented, owned or operated by another person or entity under contract to or at the direction of the Oregon State Lottery Commission shall be a Class C felony.

[1985 c.537 §8; 1989 c.737 §1; 1991 c.962 §17; 2001 c.870 §18]