



NATIONAL LABOR RELATIONS BOARD
ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL

CHAPTER:

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Subject:

ACCEPTABLE USE OF AGENCY INFORMATION TECHNOLOGY RESOURCES

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1. **SUPERSEDED MATERIAL:** This APPM replaces APC 99-03, Use of Agency Telecommunication Resources, and dated January 22, 1999.

2. **PURPOSE:** This policy defines acceptable and unacceptable use for the NLRB's Information Technology Resources.

3. **SCOPE:** This policy applies to all uses of NLRB owned Information Technology Resources.

4. **AUTHORITY:**
 - a. 5 CFR 2635 – Standards of Ethical Conduct for Employees.

 - b. OMB Circular A-130, Management of Federal Information Resources

5. **DELEGATION OF AUTHORITY:** The Associate CIO for IT Security is responsible for providing guidance, implementation, and oversight for this policy.

6. **REFERENCES:** NONE

7. DEFINITIONS:

- a. Information Technology Resources – This term includes, but is not limited to, Agency desktop computers, monitors, printers, laptop computers, scanners, software programs, e-mail accounts, Internet and Intranet access.
- b. Minimal additional expense - Employee's personal use of government office equipment is limited to situations where the government is already providing equipment and the employee's use of such equipment will result in minimal additional expenses to the government.
- c. Employee non-work time - When the employee is not otherwise expected to be addressing official business. Employees may for example – use government office equipment during their own off-duty hours, such as before or after a workday, lunch periods, or when it does not interfere with the performance of an employee's official duties.
- d. Personal use – An activity that is conducted for purposes other than accomplishing official or otherwise authorized activity.
- e. Malware – Derived from the words malicious and software. Malware includes computer viruses, worms, trojan horses, rootkits, spyware, dishonest adware, crimeware and other malicious and unwanted software.
- f. Blog - A blog (a contraction of the term "Web log") is a Web site, usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse-chronological order.
- g. Social Networks - Social Networks focus on building online communities of people who share interests and activities, or who are interested in exploring the interests and activities of others. Most social network services are web based and provide a variety of ways for users to interact, such as e-mail and instant messaging services. Examples include MySpace, FaceBook, YouTube.
- h. Spam - Known as "bulk e-mail" or "junk e-mail," involves nearly identical messages sent to numerous recipients by e-mail. A common synonym for spam is unsolicited bulk e-mail.
- i. Peer-to-Peer (P2P) - A type of transient Internet network that allows a group of computer users with the same networking program to connect with each other and directly access files from one another's hard drives. Examples include Limewire, Napster and Gnutella.

8. RESPONSIBILITIES:

Office of Chief Information Officer: Responsible for establishing and implementing acceptable employee's use of the Agency Information Technology Resources.

9. GUIDELINES:**No Expectation of Privacy**

Logging in and accessing the NLRB network constitutes consent for monitoring and surveillance. Employees do not have a right to privacy, and should not have any expectation of privacy, with respect to the use of the Agency's Information Technology Resources.

Acceptable Use

- a. Conducting official agency business.
- b. Employees are permitted to use the Agency's Information Technology Resources for purposes related to labor relations activities to the extent provided for in collective bargaining agreements.
- c. Agency employees are permitted personal use of the Agency's Internet and e-mail resources for personal needs during non-work time if the use does not interfere with official business and it involves no more than minimal additional expense to the Agency.
- d. At all times, employees are expected to conduct themselves professionally in the workplace and to refrain from using the Agency's Information Technology Resources for activities that are unacceptable, as set forth below.
- e. Files created or received while using the Agency's Internet and e-mail resources constitute NLRB property which only may be accessed and disclosed for cause or other purposes as authorized by law, *e.g.*, FOIA, subpoenas.

Unacceptable Use

- a. Using the Agency's Internet and connected systems as a staging ground or platform to gain unauthorized access to other systems.
- b. Intentionally creating or forwarding "malware" programs.
- c. Creating or transmitting chain letters or other "spam" regardless of the subject matter.

- d. Using the Agency Internet and e-mail resources for activity that is illegal or inappropriate in a Federal workplace. Such activity includes, but is not limited to, accessing Internet sites that contain, or using the Agency e-mail system to disseminate, any of the following:
- Hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, age, pregnancy, or sexual orientation.
 - Sexually explicit material.
 - Material related to gambling, illegal weapons, terrorist activity, illegal drugs, computer hacking, games, and any other illegal activity.
- e. Using the Agency's Internet and e-mail resources for commercial purposes or in support of "for profit" activities or other outside employment or business activity.
- f. Sending material that is libelous or that involves defamation of character.
- g. Misuse or misappropriation of copyrighted material either where permission for such use was not granted or such use is not legally permitted.
- h. Promoting a personal or social cause that is non-office related.
- i. Promoting a religious, or political, cause or candidate.
- j. Posting non-public agency information to external newsgroups, blogs, wiki's, social networking websites, professional networking sites or other public forums without authority.
- k. Using abusive, profane or offensive language.
- l. Harassing or threatening other users with violence or physical harm.
- m. Sharing files through Peer-to-Peer network applications that are not related to conducting Agency business.
- n. Accessing another user's computer or mailbox without authorization.
- o. Disseminating mass e-mail messages without authorization.

Unacceptable use of the NLRB's Information Technology Resources may lead to disciplinary action, up to and including removal from Federal service.