

DEPARTMENT OF THE ARMY
US Army Corps of Engineers
Humphreys Engineer Center Support Activity
Alexandria, VA 22315-3860

CEHEC-IM

Regulation
No. 25-1-2

31 March 2000

Information Management
USE OF INTERNET RESOURCES

1. **Purpose.** To provide general guidelines for HECSA personnel concerning their use of the Internet access and to identify prohibited practices.

2. **Applicability.** This regulation is applicable to all HECSA and contractor personnel or "others" doing work for HECSA that require access to the Internet.

3. **Distribution Statement.** Approved for public release; distribution is unlimited.

4. **References.**

a. AR 25-1, Army Information Management, 15 March 2000.

b. ER 25-1-99, Management and Use of CorpsWeb, 30 Jul 99.

c. DoD 5500.7-R, Joint Ethics Regulation, 30 Aug 93, as amended, Section 2-301.

5. **Internet Use.** Use of the Internet Resources shall be for official use and/or authorized purposes only. Authorized purposes include limited personal use such as: Enhancing professional skills; job searching in response to Federal Government downsizing; and other personal reasons. To ensure that personal use of the Internet does not adversely affect the performance of official duties and serves a legitimate public interest, permission to use these resources is subject to the following restrictions:

a. Use must be of reasonable duration and frequency and should be made before or after work hours or during lunch or other authorized breaks.

b. The communication system should not be overburdened, causing delay in processing of official work. Searches should be as brief as possible. **Usage fees** must not be incurred and made chargeable to the Government.

This regulation supersedes HECSA OM 25-1-74, 26 Jan 1999.

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c. Soliciting business, advertising, or engaging in other selling activities for personal financial gain, or in support of private business or commercial enterprises, or for fund-raising activities are prohibited.

d. Group electronic mailings offering items for sale or for other personal purposes (e.g., selling an automobile or renting a private residence) or for any type of chain letter are prohibited.

e. Soliciting, campaigning, or promoting a political organization or candidate is prohibited.

f. Group electronic mailings announcing events sponsored by a non-Federal entity, without the prior approval of the Director or supervisor, are not allowed.

g. You may not store, process, display, send, download, or otherwise transmit any offensive or obscene language or materials. Obscene material includes pornography/sexually explicit materials. Offensive material includes hate literature, such as racist literature, materials, or symbols.

h. Government resources may not be used to create or maintain web sites, for, or in support of, non-Federal entities due to the potential for interference with Government use of the resources. However, in appropriate cases, the use of the Internet access in support of personal and private participation in non-Federal and not-for-profit professional organizations may be allowed by the Director or supervisor.

i. No user will use their Internet link to do any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network. The use of Internet is a privilege, not a right. Inappropriate behavior may lead to penalties including revocation of Internet use, disciplinary action, and/or legal action. Transfer of inappropriate or illegal materials through the HECSA Internet connection is prohibited. The user accepts full responsibility and liability for the results of his/her actions concerning the inappropriate use of Internet, which may be the basis for disciplinary, administrative and judicial actions.

6. **How to Obtain Access to the Internet.** Access to the Internet is provided by a request through our current help desk personnel and they may be reached by dialing 761-1904. The Netscape Navigator and MicroSoft Explorer software are currently being installed and are supported by the help desk personnel.

7. **Computer Virus Awareness.** Computer viruses are programs that people write that have the intent of disturbing or disabling the computer user. The Internet access makes us vulnerable to transmission of computer viruses to many users at the same time. Computer viruses can be

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anywhere from relatively harmless to extremely damaging. With some viruses, they can destroy all data stored on the local area network computer system, with no way of retrieving it. It is important that the user report any virus or suspected virus to the help desk at 761-1904.

a. Never copy files from the Internet to a network drive. A separate directory should be created on your local drive C:

b. Do not mix any downloaded files with your local drive C: files. Create a separate directory on drive C: and download any files to this new directory.

c. Always run the virus detection program prior to using or installing any downloaded software (even if the software is from an official Government Web site, i.e., do not assume virus free). A virus detection program is available at the DOS prompt by typing IBMALL. If you need assistance to virus check, please call the help desk at 761-1904.



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