
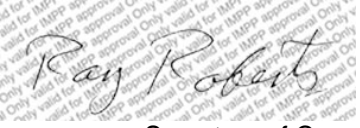


KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER	PAGE NUMBER
		05-129D	1 of 7
		SUBJECT: INFORMATION TECHNOLOGY AND RECORDS: Internet/ Intranet Usage & Management	
Approved By:  Secretary of Corrections		Original Date Issued:	03-18-15
		Replaces Version Issued:	N/A
		CURRENT VERSION EFFECTIVE:	03-18-15

APPLICABILITY:	<input type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

The Department of Corrections continually strives to improve the quality and accessibility of the services that are mandated by law or desired by Kansas citizens.

Web pages shall be developed to meet a customer's need. Information shall be organized to allow for easy access to information without regard to organizational structure.

Common principles of usability and testing shall be utilized in the development of web pages. Pages that do not conform to the guidelines promulgated by the Information Technology Executive Council shall be subject to removal from the Department's web sites.

The Department's information and computing assets shall be protected from loss, modification, or destruction.

No one shall use the information technology resources of the Department for other than official state business except as provided in this policy. This shall include use of the World Wide Web, electronic mail, file transfer, and all other features of the Internet. Personal use of any Departmental information technology resources may only be approved by a Central Office Division Head, Warden, Superintendent, or Parole Director.

Departmental resources shall not be used to place on the Internet any material that would be considered inappropriate, offensive, or disrespectful to others. Additionally, electronic mail documents sent over Departmental networks shall contain only information pertinent to Departmental operations, and shall not contain extraneous and/or frivolous quotes, expressions, or related forms of prose that are not germane to the accomplishment of work related tasks. This prohibition includes, but is by no means specifically limited to, the inclusion of such prohibited items within the text of any signature blocks appended to electronic mail documents.

Access to such material is prohibited with the exception of those instances where access is related to current investigations, supervision techniques, or treatment programs.

All personnel who have access to the Intranet shall take such appropriate actions as are required to safeguard this access from unauthorized persons.

Procedures applicable to Internet Usage shall apply when using the Intranet. Department of Corrections full-time employees shall have access to the Intranet. Other individuals and/or contract personnel may be granted access to the Intranet on a case-by-case basis, based upon individual assessments of their task requirements.

Users who are designated as members of virtual private networks shall adhere to the policies and procedures applicable to each individual network.

Users shall adopt such additional physical security measures as are required to protect the network's assets from tampering.

DEFINITIONS

Appointing Authority: As defined in IMPP 02-109, any person or group of persons empowered by the constitution, by statute, or by lawfully delegated authority to make appointments to positions in the State service pursuant to KAR 1-2-9. Anytime this term is used in this IMPP, it can be read as referring to the "appointing authority or designee".

Departmental Public Information Officer: The Central Office designee responsible for the overall administration of the Department's public information program.

Electronic Mail: Messages that are automatically electronically passed from one computer user to another, often through computer networks and/or via modems over telephone lines. The messages are composed by the senders, passed to a Message Transfer Agent (MTA) program, and are eventually delivered to the recipients in a format permitting their reading using a mail reading program.

Internet: A network of many networks that interconnect worldwide using the internet protocol of TCP/IP.

Intranet: A network of networks that interconnect via a single widespread organization. Sites on an intranet are generally closed to the Internet, and are accessible to only authorized users.

Official State Business: Defined in K.A.R. 1-17-1 as "The pursuit of a goal, obligation, functions, or duty imposed upon or performed by a state officer or employee required by employment with this state."

Official State Internet Use: Access to or distribution of information via the Internet by authorized users which directly supports Official State Business.

User: Any individual who has been approved for access to any portion of the Department's information technology resources.

Virtual Private Networks: The use of encryption in the lower protocol layers to provide a secure connection through an otherwise insecure network, typically the Internet.

PROCEDURES

I. Internet Access and Use

- A. Access to the Internet shall be provided through an approved Internet Service Provider.
 1. Access shall be through the Department's network and not through dial-up connections.
 - a. Under no circumstances shall Internet access be allowed using personal equipment or services unless approved by the Chief Information Officer.
- B. Internet usage shall be limited to official activities only.
- C. The use of the Internet/Intranet for any of the below purposes is strictly prohibited, and may be the basis for disciplinary action up to and including dismissal:
 1. Conducting routine personal financial transactions for personal gain;
 2. Operating a business;
 3. Playing games and/or downloading entertainment files;

4. Viewing, modifying or creating inappropriate sites, or;
 - a. Investigators requiring access to these sites must document in case folder the purpose of the visits.
 5. Engaging in any other activities which the employee has been officially advised are inappropriate or excessive.
- D. Persons found to be utilizing the Internet for other than official purposes may be required to reimburse the Department of Corrections for the cost of the transactions.

II. Department Information on the Internet

- A. All departmental information proposed for public access on the Internet shall be approved by the Public Information Officer or designee prior to electronic publication.

III. Site Hosting

- A. All Public Internet pages shall be hosted on a single Kansas Department of Corrections web server.
 1. Kansas Correctional Industries is authorized to maintain an additional web site for commercial purposes.
- B. Intranet pages shall be hosted on local servers that are physically and logically protected by the Department of Corrections firewall.
- C. The Department may host other sites with the permission of the Secretary of Corrections.

IV. Web Page Design

- A. All web pages shall have similar design and access features. Specific design features are defined below and web accessibility requirements are identified in procedure "V" of this document.
- B. Public Internet:
 1. No pages designed for the public will have a link to the Department of Corrections Intranet.
 2. All pages shall be developed using any of the below file formats:
 - a. Active Server Pages (asp) ;
 - b. Extensible Hypertext Markup Language version 1.0 or recent (htm, html, or xhtml);
 - c. Extensible markup language (XML);
 - d. Graphical Interchange Format (gif);
 - e. Hypertext Markup Language version 4.0 or recent (htm, html, or xhtml);
 - f. Joint Photographic Experts Group (jpeg or jpg);
 - g. Notes storage facility (nsf);
 - h. Portable Document File (pdf) ; and/or

- i. Snap files (snp).
- 3. Pages developed for the public shall have similar background for each facility, parole office, KCI and Central Office.
 - a. This background shall be considered the “brand” for that public site.
 - b. All links on a branded page shall have a consistent display.
 - c. Requests for exception to this shall be made in writing to the CIO and shall include a detailed description of how the recommended pages will vary from the standard and the reasons why.
 - d. Requests for exception shall be made in writing and shall include documentation of how deviations would impact the look and functionality of the existing pages.
- 4. The brand shall be any light hue in the tan-brown range of colors.
- 5. All public Internet sites shall have the following links:
 - a. A link to the Department of Corrections home page; and
 - b. Links to other Criminal Justice public web sites, including:
 - (1) Other Kansas correctional facilities;
 - (2) Parole Offices;
 - (3) Community Corrections;
 - (4) Kansas Prisoner Review Board;
 - (5) Juvenile Services;
 - (6) Kansas Bureau of Investigations;
 - (7) Kansas Criminal Justice Information System;
 - (8) Juvenile Service Partners; and
 - (9) Access Kansas® site.
 - c. Links to corporations, non-profit organizations or other non-governmental sites shall be approved by the Department Public Information Officer.
- C. Departmental Intranet:
 - 1. Pages designed for the intranet may have links to public web.
 - 2. Intranet pages contain restricted access information and shall not be displayed in the presence of unauthorized persons.
 - 3. Personnel who have password protected access to the data network shall have access to the Intranet.
 - 4. All pages may be developed using any of the below file formats:
 - a. Active Server Pages (asp);

- b. Extensible Hypertext Markup Language version 1.0 or above (htm or html);
 - c. Extensible markup language (XML);
 - d. Graphical Interchange Format (gif);
 - e. Hypertext Markup Language version 4.0 or above (htm or html);
 - f. Joint Photographic Experts Group (jpeg or jpg);
 - g. Notes storage facility (nsf);
 - h. Portable Document File (pdf),
 - i. Snap File (snp); and/or
 - j. Other department-wide productivity packages, including:
 - (1) Word processing files;
 - (2) Spreadsheet files;
 - (3) Database files; and
 - (4) Presentation files.
5. Pages developed for any Department of Corrections intranet site shall use one background.
- a. This background will be considered the “brand” for that public site.
 - b. The background will be a light blue state seal on a light blue page to be used for all pages developed in the hypertext markup language.
6. All intranet sites shall have the following links:
- a. Links to the Department of Corrections intranet home page;
 - b. Links to the Department of Corrections Internet home page;
 - c. Links to the Departmental unit’s intranet home page;
 - d. Links to other intranet web sites, including:
 - (1) Other Kansas correctional facilities;
 - (2) Parole Offices, and;
 - (3) Kansas Parole Board.
 - e. Links to public sites, including:
 - (1) Community Corrections; and
 - (2) Judicial Districts.
7. Links to corporations, non-profit organizations or other non-governmental sites shall be approved by the Chief Information Officer.

V. Accessibility

- A. All Web page development protocols shall be in compliance with ADA standards and all pertinent references cited in this policy.

VI. Responsibilities Within The Context Of This Policy

A. Chief Information Officer

- 1. Serves as the KS Department of Corrections Web Master
- 2. Develops and enforces policies and procedures relating to internal and external web usage and standards.

B. Public Information Officer

- 1. Responsible for management of all departmental information provided on the Internet including, but not limited to, the World Wide Web.

C. Web Developers

- 1. Develop and maintain the standards for web page development under their purview.
- 2. Monitor usage of external and internal webs.
- 3. Ensure all web pages follow W3C and ADA standards.

D. Web Authors

- 1. Ensure that pages are completed in accordance with appropriate policies, procedures, and appendices of this document.

E. Customer Service Staff

- 1. Serve as the point of contact for customer support issues concerning the provisions of this policy.

F. Information Security Officer

- 1. Monitors message traffic to identify potential misuse of the internet.
- 2. Ensures that Intranet sites are protected with the firewall.

G. Records Custodian

- 1. Provides guidelines and procedures relevant to the retention of Internet based records.

H. Network Administrator

- 1. Provides directory level access to folders and directories to authorized users.

VII. This IMPP shall serve as final policy in all departmental facilities, and no General Orders shall be allowed on this subject.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

Americans with Disabilities Act, 42 U.S.C.A, Section 12101, et. seq. See also 28CFR 35.160.
Center for Applied Special Technology's Bobby site (<http://www.cast.org/bobby/>)
Information Technology Executive Council Policy 1210, "State of Kansas Web Accessibility Requirements"
K.S.A. 1999 Supp. 75-7203 authorizes the ITEC to: Adopt information resource policies and procedures and provide direction and coordination for the application of the state's information technology resources for all state agencies.
K.S.A. 44-1001, et. seq. Kansas Acts Against Discrimination
IMPP 05-121 – Attachment A – Electronic Network User Agreement
Kansas Electronic Records Management Guidelines, <http://www.kshs.org/archives/ermguide.htm>.
State of Kansas Web Content Accessibility Guidelines Implementation Guidance (<http://da.state.ks.us/itec/WASGuidance102600.htm>) and Guidelines by Priority (<http://da.state.ks.us/itec/WASPriorities102600.htm>)
TITLE IV--REHABILITATION ACT AMENDMENTS OF 1998 SECTION 508: ELECTRONIC AND INFORMATION TECHNOLOGY (<http://www.usdoj.gov/crt/508/508law.html>)
United States Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Access Advisory Committee Final Report <http://www.accessboard.gov/sec508/commrept/eitaacrpt.htm>
World Wide Web Consortium's (W3C) *Web Content Accessibility Guidelines* (<http://www.w3.org/TR/WAI-WEBCONTENT/>)

ATTACHMENTS

None