

## POLICY ON COMPUTING

### INTRODUCTION

This document is to provide guidance in the proper use of computing equipment, related software, and web or ftp sites within PPD. Please refer to the Fermilab Policy on Computing located at <http://computing.fnal.gov/cd/policy/cpolicy.pdf> for guidance on what is expected of computer users at Fermilab. Any question relating to this document should be directed to your department head or PPD General Computer Security Coordinator.

### DESCRIPTION

#### **Inappropriate use of PPD computing resources**

For example:

- Use of any software to monitor employee's performance or activity on a computer system (e.g. finger, who, ps, etc...).
- Use of software that is not licensed for the computer system. *Administrators are responsible for monitoring license usage on all supported software products. End-Users are responsible for monitoring license usage on user-installed software products.*
- Creating, distributing, or disseminating computer viruses (computer professionals are allowed some latitude when working to eliminate a virus).
- Use of software that would allow the sharing of copyrighted material that is in direct violation with the copyright agreement.
- Configuring desktop computer systems to share out the entire hard drive as world read or world write. *Only working sub-directories should be setup for user sharing.*
- Harassment or exploitation of Employees.
- Configuring computer system to circumvent policies for operating system patching, Anti-Virus, inventory control, or Fermi domain membership group policies.

#### **Restricted use of PPD computing resources**

*Items listed below MUST have the approval of Department Head and be registered with the General Computing Security Coordinator for PPD.*

- Servers (Web, FTP, UNIX, File serving,) that allow on-site or off-site access.

## Publicly accessible web pages

The following is an excerpt from Thomas Nash.

*“What you should not make publicly available on the World Wide Web*

*Fermilab is proud of being an open laboratory where all kinds of subjects are publicly discussed with as few restrictions as possible. In fact it is Fermilab policy to encourage that our web sites reflect this openness and that normally our information is posted on web sites with public visibility. Nonetheless, it should be obvious that it would be inappropriate (in a few rare cases, even illegal) for some kinds of information to be posted with unrestricted web visibility outside of Fermilab or the immediate group of people who need to work with that information.*

*Following is a list of what Fermilab information should not be publicly visible:*

- *Proprietary information from companies with whom we do business that is subject to a signed non-disclosure agreement or which has been marked clearly as proprietary.*
- *Information that would identify an individual associated with that individual's payroll, medical, or radiation exposure data.*
- *Personnel reviews and letters of reference.*
- *Pre procurement information whose public release could compromise the fairness of a pending procurement.*
- *Information, which could be used to compromise computer security, such as passwords or other data, which confers, access privilege.*
- *Working materials of review and audit teams while their review is in progress.*
- *Commercial licensed software and other commercial material with a copyright label.*
- *Information related to legal actions affecting Fermilab.”*

### **PPD policy adds:**

- Information that would identify an individual or individual's disciplinary status.
- Collaboration meeting minutes, transparencies and notes that have not been approved for general dissemination.

The following should be available only to on-site access or through a secure logon

- Employee's pictures (requires employee's permission).
- Organization charts, address books, and list of employee's names, maps and diagrams including hazard maps, network diagrams and building infrastructure.