



# DAGANA DZONGKHAG ADMINISTRATION

## ACCEPTABLE USE POLICY (AUP)

### OF ICT SERVICES

This Acceptable Use Policy (AUP) is a document that represents principles and ethics that govern the use of a network or the internet. It specifies restrictions and practices that a user must agree to for access to Dzongkhag Administration's Information Communication and Technology services.

It is intended to protect the security of the network and prevent users from making the network vulnerable (opening systems and the entire network to attacks) by introducing viruses from irresponsible, abusive or illegal activities.

This Policy is to make clear certain uses which are and are not appropriate. Using these guidelines, ICT Sector, Dagana Dzongkhag Administration may at any time make determinations that particular uses are and are not appropriate.

#### **1. Scope**

The AUP is applicable to all users of the Dzongkhag Network.

#### **2. AUP's Acceptable Uses**

Users are expected to use the internet responsibly and productively:

- ✓ Internet access is limited to job-related activities only.
- ✓ All internet data that is composed, transmitted and/or received by the user's computer systems is considered to belong to the Dzongkhag Administration and is recognized as part of its official data.

- ✓ The services and technology used to access the internet are the property of Dzongkhag Administration and therefore reserves the right to monitor internet traffic, and access data that is composed, sent or received through its online connections.
- ✓ Official emails should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- ✓ All sites and downloads may be monitored and/or blocked by ICT Sector if they are deemed to be harmful and/or not productive to public service delivery.
- ✓ Users are expected to respect the legal protections to data and software provided by copyright and licenses.
- ✓ Keep your login accounts and password secure.
- ✓ Inform the Service Provider immediately of any unusual occurrence.
- ✓ Maximum of two devices for each user are permissible unless prior approval is sought from the management.

### **3. AUP's Unacceptable Uses**

Users are prohibited to do the following but not limited to:

- ✗ Stealing, using, or disclosing someone else's password without authorization.
- ✗ Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- ✗ Introducing malicious software in the Dzongkhag network and/or jeopardizing the security.
- ✗ Sending or posting discriminatory, harassing, or threatening messages or images on the internet or via official email.
- ✗ Passing off personal views as representing those of the organization.
- ✗ Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- ✗ Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- ✗ Sending or posting information that is defamatory to the organization, its products/services, colleagues and/or customers of the organization's electronic communications systems.

- ✘ Deliberate unauthorized access to Dzongkhag networked facilities or services.
- ✘ Creation or transmission or causing the transmission of pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
- ✘ Adding, removing, or modifying identifying network header information in an effort to deceive or mislead.
- ✘ Attempting to impersonate any person by using forged headers or other identifying information.
- ✘ Sending unsolicited commercial email or unsolicited bulk-emails (spam) or junk-mails.
- ✘ Attempting to circumvent user authentication or security of any host, network, or account. This includes, but is not limited to, accessing data not intended for the user, logging into a server or account that the user is not expressly authorized to access, or probing the security of service provider servers and networks.
- ✘ Using any program/script/command, or sending messages of any kind, designed to interfere with a user's session.
- ✘ Using the internet as a tool to exploit minors, children's or as an abusive tool.
- ✘ Deliberate activities having, with reasonable likelihood, any of the following characteristics but not limited to:
  - a) Wasting service provider's staff effort or networked resources, including time on end systems and the effort of staff involved in the support of those systems;
  - b) Corrupting or destroying other users' data;
  - c) Violating the privacy of other users;
  - d) Disrupting the work of other users;
  - e) Denying service to other users (for example, by deliberate or reckless overloading of access links or of switching equipment);
  - f) Continuing to use an item of networking software or hardware after ICT sector has requested users not to use because it is causing disruption to the correct functioning of services.

#### **4. Reporting Violation of the AUP**

- 4.1 Any user, who believes that there is a violation of this AUP, shall direct the information to the ICT sector with all relevant information and evidence.
- 4.2 ICT Sector shall take necessary action such as warnings, account cease or account termination against the violator.

## **5. Revision of the AUP**

- 5.1 Dzongkhag Administration reserves the right to revise, alter or modify this AUP.
- 5.2 Any revision made to this AUP shall be made available online to users through email and website.

## **6. Monitoring**

- 6.1 Dzongkhag ICT Sector usually do not monitor internet services under normal circumstances; however, the sector reserves the right to monitor internet activities if seen necessary to protect the network in general.

I understand and will abide by this AUP. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.