



TxDOT Policy Statement 1-00

Subject: Internet Use

New Supersedes TxDOT Policy Statement 4-96

Effective: Upon Approval

TxDOT Policy Statement

The department will:

- ◆ provide specific Internet services to authorized TxDOT employees
- ◆ assure the security, reliability, integrity, and availability of the Internet information and Internet information resources that TxDOT uses, develops, or acquires
- ◆ implement Internet policies, standards, guidelines, and procedures that are responsible, adaptable, and cost-effective, based on the relative value of the information and resources and the assessment of risk to them .
- ◆ utilize the Internet to provide timely, accurate, relevant, and intuitive information to the public about the department's products and services
- ◆ utilize the Internet to allow workers to accomplish the TxDOT vision for the benefit of the citizens, economy, and environment of Texas by:
 - assisting in the collaboration and exchange of information among government agencies
 - facilitating communications with business partners, vendors, technical support, and other transportation organizations
 - enhancing employees' information literacy by offering efficient access to information

Responsibility

All TxDOT managers, employees, consultants, and contractors will:

- ◆ use the department's information resources and information obtained from the Internet for department business purposes only
- ◆ comply with all applicable laws and department policies, standards, guidelines, and procedures governing the use of the Internet and its resources. The department Internet policies, standards, guidelines, and procedures are included in the *TxDOT Information Resources Manual, Information Services Volume*

The department's deputy executive director will:

- ◆ determine the direction and positioning of the TxDOT presence on the Internet
- ◆ review Internet information proposals upon which the department's Public Information Office (PIO) and the information provider cannot reach consensus and upon those that require policy determination

continued

Responsibility (continued)

The department's Information Systems Division (ISD) will:

- ◆ establish, maintain, and communicate TxDOT's Internet policies, standards, guidelines, and procedures
- ◆ maintain the department's Internet technical infrastructure
- ◆ serve as the TxDOT World Wide Web site administrator
- ◆ provide technical and business consultation services relating to web site development and maintenance
- ◆ determine TxDOT web page presentation and format
- ◆ provide TxDOT management with tools to aide in monitoring compliance with Internet policies, standards, guidelines, and procedures.

The department's Public Information Office (PIO) will:

- ◆ evaluate Internet information proposals in accordance with direction set forth by the executive director
- ◆ approve all TxDOT information to be placed on the TxDOT web site
- ◆ identify business opportunities that will enhance the TxDOT presence on the Internet

Local managers and security administrators will:

- ◆ ensure that the employees they supervise:
 - understand and accept their responsibilities for Internet information and Internet information resource use
 - protect Internet information and Internet information resources used by TxDOT
- ◆ monitor local compliance with department Internet policies, standards, guidelines, and procedures described in the *TxDOT Information Resources Manual, Information Services Volume*
- ◆ initiate action to
 - correct noncompliance with TxDOT Internet policies, standards, guidelines, and procedures
 - discipline violators of Internet policies, standards, guidelines, and procedures

Manual

TxDOT Information Resources Manual, Information Services Volume

Authority

Texas Administrative Code, Title 1, Section 201.13(b), Information Security Standards

References

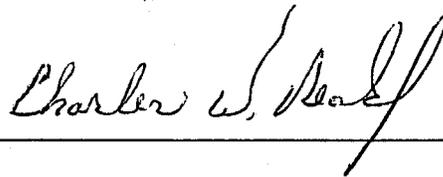
- ◆ Texas Penal Code, Chapter 33 Computer Crime
- ◆ Texas Government Code Chapter 552, Public Information
- ◆ Texas Government Code, section 403.273(d) (use of state property)
- ◆ Texas Government Code, section 403.275, Liability for Property Loss
- ◆ Computer Security Act of 1987 (Public Law 100-235)
- ◆ Computer Fraud & Abuse Act of 1986 (Title 18, U.S. Code, Section 1030)
- ◆ TxDOT Policy Statement 2-96, Information Security
- ◆ *TxDOT Information Resources Manual, Information Security Volume*
- ◆ *TxDOT Legal Manual*
- ◆ TxDOT Strategic Plan for Information Resources, April 1999

Why Policy Is Needed

This policy:

- ◆ provides the foundation for TxDOT Internet use
- ◆ provides authority and guidance for placing TxDOT information on the Internet

Approved:



Date: 4-14-2000