

July 1, 2004

FROM: John Nickerson, Director of Finance and Administration, Military Department
TO: All Personnel Utilizing PC State IT Equipment
SUBJECT: Information Technology Download and Executables Policy Letter #4

DOWNLOADS AND EXECUTABLES POLICY

This policy has been established to set guidelines in an effort to clarify the type and nature of files that employees of the Military Department are allowed to have downloaded from third-party sources onto their local computers (desktops, laptops, Pocket PCs, Tablet PCs). Microsoft XP does not allow users to download files without permission, therefore, **if there is a need for such action a member of the IT Team will determine the need and if necessary download the appropriate files.** Although it would be impossible to name every executable or download file in this policy, users should adhere to these guidelines and allow common sense to prevail:

1. The download enhances the employee's productivity.
2. The download is from a reputable source.
3. The file does not subject the Department to potential liability.
4. The application, tool, or template has been approved by IT.

Approved downloads

The following is a list of files that employees can download onto their local machines.

WinZip

Employees who e-mail large files to contractors and consultants are encouraged to use WinZip, a compression utility or, whenever possible, the FTP (File Transfer Protocol) that has been installed on the Department's Web Page. See IT personnel for proper usage of the FTP.

RealOne Player

Employees can use this application to listen to music and view streaming media at their workstation. Users will take care not to adversely affect other workers and will, for example, keep the volume of the music and other media played on this application within reasonable levels, if they are located in an office. Employees are encouraged to use headphones if they work in cubicles. Contact the IT Section for further information.

Adobe Acrobat Reader, Adobe Reader

Users may have this downloaded to view PDF files.

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Microsoft Windows Media Player, Winamp, Mlcromedia Flash Player

As with RealOne Player, please be courteous toward other employees when playing audio and video files on this application.

QuickTime

Use of this application is allowed.

Ebook applications

This includes Microsoft Reader, Palm Reader, and other third-party applications that allow users to download work-related texts onto their local machines.

Prohibited downloads

Freeware and Shareware

Of the many types of download software 2 of the more prevalent types are Freeware and Shareware. Freeware is a downloadable file in which there is no charge for the individual to use it. With Shareware there generally is a free period of usage after which the individual who downloaded the software is expected to pay a nominal fee for its continued usage. Under no circumstances will either be placed on a State computer without the approval of the Information Technology Section.

Additionally, the following downloads are not allowed on company computer resources unless approved by IT.

Kazaa Media Desktop

Peer-to-peer file-sharing applications have come under scrutiny in recent years for their ability to allow users to share copyrighted material and for the network resources that they consume.

iMesh

As with Kazaa Media Desktop, this application is not allowed because it could facilitate users sharing copyrighted files on the Department's network. Such applications can also contain third-party applications, so called adware or spyware, that collect information about a user's Web surfing habits, change system settings, or place unwanted advertising on the local computer.

Morpheus (all versions)

Use of this P2P file-sharing program is prohibited.

WinMX

Use of this P2P file-sharing program is prohibited.

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LimeWire

Use of this P2P file-sharing program is prohibited.

Grokster

Use of this P2P file-sharing program is prohibited.

BearShare

Use of this P2P file-sharing program is prohibited.

ZoneAlarm

While security is an issue that every employee can help manage, IT does not allow the use of personal firewalls on Department equipment.

Any third-party screen saver or wallpaper

This is to prevent images that might be deemed offensive by some staff members from being displayed on the Department's monitors. Employees will use the default screen savers available on their local machines.

Games

Because games provide no benefit to our organization and have a tendency to affect productivity, they are not allowed to be downloaded on Department machines. Telecommuters who use their own local machines on which to work are exempt from this policy. However, those who use State-purchased machines must abide by this rule.

Personally Owned Software

Employee owned software is not authorized to be installed on any State computer without the expressed approval of the IT Section. If approval is obtained the certificate of ownership must be kept at the workstation or the office of Information Technology. There are no exceptions to this policy requirement.

