

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://www.fnal.gov/cd/main/cpolicy.html> 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 employees performance or activity on a computer system (e.g. finger, who, ps,...).
- 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.*
- Using PPD equipment, Web or FTP server for sharing non-work related data.
- Harassment on Exploitation of Employees - See attached memo "PPD Implementation of Fermilab Antiharrasment Policy".

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, Windows NT, ...) that allow on-site or off-site access.
- Time Server that is setup to broadcast time synchronous information.

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.

For guidance on what kinds of non-Fermilab information are not appropriate for posting, see Section 2 of the Fermilab Policy on Computing, "Publishing and Accessing Information on Electronic Networks" as well as the "Appropriate Use" discussion in Section 1, "Policies and Rules to Protect Fermilab Computing". These may be found at <http://www.fnal.gov/cd/main/cpolicy.html>

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.”

- 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.
- Unauthorized employee’s pictures, organizational charts, address books, and list of employee’s names.

March 2, 1999

TO: PPD Department Heads

FROM: John Cooper

SUBJECT: PPD Implementation of Fermilab's Anti-Harassment Policy

Last July every Fermilab employee received a copy of the Laboratory's Anti-Harassment policy. Additional training for every employee will occur soon. These changes were prompted by recent court cases involving sexual harassment in the workplace.

Recently, I became aware that people within PPD were following a 1993 Research Division ruling on the content allowed in posters displayed in the workplace. This 1993 ruling is no longer sufficient, so I am conveying to you here some more detailed instructions on such posters.

Effective immediately, posters, calendars, photographs, cartoons, and all similar such material cannot show nude people, scantily clad people, people in bathing suits, or people fully clothed posing in a suggestive manner. This includes calendars issued by many of our tool vendors. This includes reproductions of "acknowledged" art works and photographs of family members if those photographs meet the above mentioned criteria. This includes pictures of all sizes, even a tiny item. If you have a question about a specific item, then it is "questionable" and you should just take it down.

The act of posting such material can be construed by some viewers as contributing to a hostile work environment. We cannot allow this in the workplace. The courts have indicated that supervisors allowing such postings are permitting a hostile or offensive work environment.

This is not a negotiable issue. It is also not an issue for recriminations against those who have been following the old procedure. It is simply a matter of making sure our workplace now meets modern standards.

Please pass this information on to your employees and ask all supervisors to inspect the workplace for such items. Supervisors should ask employees to remove the items from our work areas.

I expect all such items to be removed by March 8, 1999.

Cc: K. Van Vreede
D. Engram