



FCC Computer Security Notice



JANUARY 2003

FCC COMPUTER SYSTEM RULES OF BEHAVIOR FORM

Policy. FCC Instruction 1479.2, [the directive] establishes policy and assigns responsibilities to ensure that there are adequate levels of protection for all FCC computer systems - Personal Computers (PCs), the FCC networks, applications and databases, and information created, stored or processed, therein.

Computer Security Program History. The Computer Security Program is actively involved in helping establish policy and procedure to keep FCC computer systems secure from unauthorized access and inappropriate use. Those involved in designing and maintaining the FCC network have also worked to ensure that the network is configured to sustain a secure environment allowing you [system user] a secure platform on which to perform day-to-day work. The Office of the Inspector General also supports similar efforts by conducting independent audits of information technology (IT) systems.

FCC Computer System Rules of Behavior Form. The FCC Computer System Rules of Behavior form was created in 1995 and appended to FCC Instruction 1479.1, FCC Computer Security Program Directive. Since that time, the form has been used to gain "buy-in" from system users to ensure their respective user account remains secure and is used only for authorized purposes. The objective in having the form signed continues to be the same today.

Renewed focus to keep FCC computer systems secure. As

you have heard so many times, the world changed on September 11, 2001. In addition to work done to ensure a safe and secure work environment, the Computer Security Program has increased its presence to further ensure a secure network.

Since 9-11, I have increased the amount of information shared with Commission system users, i.e., the creation of the FCC Computer Security Notice series, hosting additional workshops classes on computer security, Computer Security Week [held in December 2002], and other information sharing avenues to keep you apprised of computer security efforts.

Signing the FCC Computer System Rules of Behavior. While the directive sets the mandate that the form be signed, it's extremely important in this day and age that the Commission knows that each system user is doing their part to keep our Federal government computer systems secure. Signing and returning your form is a step in the right direction. If you have not done so in the past two months, please take the time to sign your Rules of Behavior Form. A link is provided below to gain access to the form.

FCC Computer System User Rules of Behavior	
<p>POLICY FOR USE OF COMPUTER RESOURCES.</p> <p><small>As an employee or contractor of the Federal Communications Commission (FCC), you are required to be aware of, and comply with the FCC's policy on usage and security of computer resources, per OMD Circular A-130, Appendix III. Use of this system is for FCC authorized purposes only. Any other use may be subject to Government property or violation of Federal regulations. All information in this system is subject to access by authorized FCC personnel at any time. Individual users have no privacy interest in such information.</small></p>	
<p>YOU ARE RESPONSIBLE FOR ALL ACTIONS PERFORMED WITH YOUR PERSONAL USER ID.</p> <ul style="list-style-type: none"> User IDs and passwords are for your individual use only, and are confidential FCC information. You must not disclose your password to anyone. Furthermore, you must take necessary steps to prevent anyone from gaining knowledge of your password. Your User ID and password must be used solely for the performance of your official FCC job functions. (Refer to 5 CFR Part 2635, "Standards of Ethical Conduct for Employees of the Executive Branch.") 	
<p>POLICY, STANDARDS, AND PROCEDURES MUST BE FOLLOWED.</p> <ul style="list-style-type: none"> Use of all computer resources, including personal computers, laptops, all parts of the FCC Network, communication lines, and computing facilities are restricted to FCC authorized purposes only. You must be aware of, and abide by the "Computer Fraud and Abuse Act of 1986" (Public Law 99-474), the civil and criminal penalties of the Privacy Act, the Trade Secret Act (18 U.S.C. 1905), and other Federal Regulations applying to unauthorized use of FCC files, records, and data. Training will be provided to educate you about your responsibilities under these statutes. Be aware that all computer resources assigned, controlled, accessed, and maintained by FCC employees and contractor personnel are subject to periodic test, review, and audit. 	
<p>ACCESS TO INFORMATION MUST BE CONTROLLED.</p> <ul style="list-style-type: none"> Access only the information for which you are authorized, and have "need to know/access." Do not leave computers logged on and unattended. Log off, use "lock workstation" feature, or use screen control software (i.e., Screen Saver with password) during unattended use. If you know that a person, other than yourself, has used or is using your user ID, you must report the incident immediately to your supervisor and the Computer Security Officer. Take steps necessary to maintain security of computer files and reports containing FCC information. 	
<p>YOU ARE RESPONSIBLE FOR THE PROPER USE OF YOUR COMPUTER RESOURCES.</p> <ul style="list-style-type: none"> Only use FCC-approved software, and comply with vendor software license agreements. Back up your programs and data on a regular basis, and do not store sensitive or mission-critical data on your PC's hard drive. All FCC computer resources, including hardware, software, programs, files, paper reports, and data are the sole property of the FCC. 	
<p>USER CERTIFICATION</p> <p>I certify that I have read the above statements, fully understand my responsibilities, and agree to comply. I recognize that my violation of the requirements indicated above may be cause for disciplinary action.</p> <p>Name (please print): _____ Date: _____</p> <p>Signature: _____</p>	

Return this form to: Computer Security Officer, Room 1-A325
Form A-201
Revised June 2002

**COMPUTER SECURITY
TIP OF THE MONTH**

KEEPING YOUR DATA SECURE IS YOUR RESPONSIBILITY. MAKE SURE TO USE A PASSWORD PROTECTED SCREEN SAVER WHEN YOU ARE AWAY FROM YOUR OFFICE. CONTACT THE COMPUTER RESOURCE CENTER (CRC) FOR HELP, AS NEEDED.

YOU CAN DOWNLOAD A COPY OF THE FCC COMPUTER SYSTEM RULES OF BEHAVIOR FORM AT:

- <http://intranet.fcc.gov/docs/omd/itc/csg/forms/A201.pdf>

YOU CAN ALSO ACCESS ADDITIONAL INFORMATION ABOUT THE FCC COMPUTER SECURITY PROGRAM AT:

- <http://intranet.fcc.gov/omd/itc/csg/index.html>