



Internet Acceptable Usage Policy

A Mandatory Reference for ADS Chapter 545

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Information System Security Internet Acceptable Usage Policy for Users

The Internet is a worldwide network of computers around the globe. The Internet began as a computer network for the United States and over time has grown into a global communication tool. Millions use it every day to access vast numbers of sites and amounts of information. You can use it as a tool to support your USAID activities.

While the USAID Internet connection provides access to many useful sites and information, you must use the Internet in ways that: (a) respect the rights and privacy of others, and (b) keep USAID information secure. This document outlines acceptable usage policy for the Internet.

The following are general guidelines for Internet use:

- You must be courteous and follow business etiquette.
- You must protect others' privacy and confidentiality.
- You must use USAID information technology resources efficiently and productively.
- You are responsible for all of your Internet activities.

The following are USAID-specific guidelines for Internet use:

- You must use the Internet only for business activities. Personal use is permissible as long as:
 - The cost of the usage is negligible,
 - The usage does not preempt USAID business, and
 - The productivity of other staff is not eroded.
- If you accidentally connect to a web site that contains sexually explicit, racist, violent or other potentially offensive material, you must disconnect from that site immediately.
- You must not disclose sensitive But Unclassified (SBU) or classified information on the Internet.

The following are unacceptable uses for the Internet:

- You must not use the Internet to view or download pornography.
- You must not use the Internet to illegally distribute copyrighted material.
- You must not use the Internet to post USAID information to external newsgroups, bulletin boards or other public forums, unless authorized to do so.
- You must not represent your opinions on the Internet as being those of USAID. If such usage could be interpreted as representing USAID, then you must use a disclaimer for your opinions.
- You must not use the Internet for private or personal for-profit activities. This includes marketing or business transactions, private advertising of products or services, and any activity meant to foster personal gain.
- You must not use the Internet for unauthorized not-for-profit business activities, such as solicitation for charities, religious, or political causes.
- You must not use the Internet for activities which might incite violence or describe or promote the use of weapons or devices associated with terrorist activities.

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- You must not use the Internet to support unlawful/prohibited activities as defined by federal laws or regulations.
 - You should not use the Internet for financial transactions over insecure links.
 - You should not use Telnet or File Transfer Protocol (FTP), unless necessary to do so. If you use Telnet/FTP, you must not use your USAID user ID, password or e-mail address to authenticate.
 - If you must authenticate across the Internet, you should use technologies, such as Secure Shell (SSH), Transport Layer Security (TLS) or other CISO-approved encryption technologies.