

**National Science Foundation
Office of Polar Programs
United States Antarctic Program
Information System Rules of Behavior
Participant On Line Antarctic Research Information Coordination
Environment (POLAR ICE)**

1. POLAR ICE is a National Science Foundation federal government computer system. Users should be aware that they have no expectation of privacy when using NSF-provided computers, access to the Internet, or electronic mail systems. Files maintained in NSF computers, **including electronic mail files and electronic chat logs**, may be reviewed by NSF officials who have a legitimate reason to do so when authorized by the Director or Deputy Director, or by the Inspector General.

2. The following rules of behavior and acceptable use policy apply to all users of the POLAR ICE application whether NSF employees or not. POLAR ICE application users must comply with these rules of behavior. Because written guidance cannot cover every contingency, you are asked to go beyond the stated rules, using your best judgment and highest ethical standards to guide your actions. These rules are based on Federal laws and regulations and agency directives. As such, there are consequences for non-compliance. Depending on the severity of the violation, at the discretion of management and through due process of the law, consequences can include: suspension of access privileges, reprimand, suspension, demotion, removal (dismissal), and criminal and civil penalties.

3. Use of POLAR ICE is restricted to authorized users that have been granted access by the National Science Foundation or its designated agents.

4. When using the POLAR ICE system you will be held accountable for your actions related to the information resources entrusted to you. **Application users must:**

- Protect sensitive information from disclosure to unauthorized individuals or groups.
- Ensure information security through effective use of user IDs and passwords.
- Protect passwords from disclosure. Do not give your password to anyone!
- Protect hardware, software, and information from damage, abuse, and unauthorized use.
- Report security violations and vulnerabilities to the proper authorities. The Help desk is normally considered to be the first point of contact for all reports.

5. When working at home or an alternative workplace, POLAR ICE application users must establish security standards at their alternate workplace sufficient to protect hardware, software, and information. This includes:

- Having only those resources that the application users really need and have authority to use
- Establishing an understanding and agreement as to what application users security responsibilities are
- Using software according to licensing agreements
- Ensuring that any sensitive information is protected from unauthorized access
- Being alert for anomalies and vulnerabilities, and reporting these anomalies to proper officials
- Seeking advice when necessary

6. Where applicable; POLAR ICE system administrators or security administrators will regularly review telecommunications logs and phone records, and conduct spot-checks to determine if POLAR ICE users are complying with controls placed on the use of dial-in lines and any other form of remote access.

7. POLAR ICE application users must acquire and use sensitive information only in accordance with established policies and procedures. This includes: properly safeguarding sensitive information contained in hardcopy or softcopy; ensuring that sensitive information is accurate, timely, complete, and relevant for the purpose which it is collected, provided, and used.

8. Do not place any of the following types of information on the POLAR ICE system:

- Medical Information
- Government Acquisition Information
- Operational Security Information
- Contractor Proprietary Information

9. Application users must comply with any copyright licenses associated with the POLAR ICE application.

10. POLAR ICE application users must comply with NSF policies and procedures, as well as their own organization's policies and procedures governing the personal use of NSF government equipment. In the event of a conflict, the NSF policies and procedures, including these Rules of Behavior, take precedence.

11. Your acknowledgement of these Rules of Behavior and your continued use of the system constitute your acceptance of these Rules of Behavior and of other relevant rules and regulations of the federal government and the National Science Foundation.

12. If you have any questions about these rules, please contact the USAP Help Desk at 720-568-2001 or helpdesk@usap.gov. The point of contact for these Rules of Behavior is Mr. Patrick D. Smith, NSF Office of Polar Programs.