

## **Louisiana House of Representatives Policy**

### **Use of Data Communications**

Electronic mail and access to the Internet provide valuable communications tools for legislative staff and the public. As with all other forms of communication, this tool must be managed in a manner that maintains public trust and confidence in the House. One of the greatest distinctions and dangers of electronic mail and other forms of access to the Internet is that people treat them far more informally than other forms of business communications. House Staff must remember that electronic mail is writing and constitutes a permanent record. The House of Representatives should use careful management so electronic mail will constitute clear and appropriate communications. In the interest of protecting the House and the House Staff, the House adopts the following guidelines to apply to all access of internal and external data communications systems:

#### **Appropriate Use**

- (1) House Staff must respect the privacy of other users and their intellectual property or data. House staff shall not intentionally seek information, obtain copies, modify files or data, or use passwords belonging to other users without proper authorization.
- (2) House Staff shall not represent themselves as another user, unless authorized to do so by that user.
- (3) House Staff shall respect the legal protection provided by copyright and licensing laws to software and data.
- (4) House Staff shall protect the integrity of the House of Representatives' computer system. House staff shall not intentionally propagate programs and harass other users or infiltrate a computer or computer system.
- (5) House Staff shall not damage or alter the software or other components of legislative computers or computer systems or install unauthorized software or hardware peripherals.
- (6) House Staff shall only use functions and components of the legislative computer system for which they have been trained.
- (7) House Staff shall not sell access to computer systems.

#### **Inappropriate Use**

No House Staff shall use legislative computers and computer systems to:

- (1) Violate any state or federal law or regulation.
- (2) Promote any commercial venture, political campaign, or private purpose.
- (3) Intentionally disrupt network or system use by others, either by introducing worms or viruses or by other means.
- (4) Misrepresent himself, a state agency, the legislature, the House of Representatives, a legislator, a state employee, or the state (including unauthorized use of another's password or login code).
- (5) Transmit or, with foreknowledge, receive pornographic, racist, sexist, or harassing material.