



Standing Rock Sioux Tribe  
**INFORMATION TECHNOLOGY  
DEPARTMENT**

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## I.T. Policies & Procedures for SRST

**Please print legibly or type.**

First Name	M.I.	Last Name	Department	Start Date
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This contract covers SRST employees who utilize any technology hardware that the SRST requires to operate with the job.

- I have received a copy of the Tribal Internet Policy.
- I understand that certain information about individuals is confidential, sensitive, or classified, and is protected from unauthorized disclosure by Federal Laws, Departmental or Agency Regulations.
- I am accountable for all work performed on or changes made to the systems and/or databases under my passwords. (*I will not allow any unauthorized persons to access any of the identified STANDING ROCK SIOUX TRIBE computer systems or networks using my assigned password.*)
- I understand that the Internet resources are to be used for official Tribal business only. This applies to electronic mail systems reached through the above designated systems, and applies to any data downloaded through this system.
- I understand that the Information Technology Network Administrator may monitor electronic mail traffic, including the contents of messages, any downloading of data, and that they can and may have access to any DEVICE at any time, regardless of whether or not it is connected to the Internet.
- I understand that I may have disciplinary or adverse action taken against me if I use this system for any purpose other than performance of STANDING ROCK SIOUX TRIBE business in fulfillment of my official duties.
- I understand that system access will be initiated and controlled by the Information Technology Department for each individual system.

**Purpose:** The purpose of this document is to establish employee policy regarding access to and use of the internet use within the Standing Rock Sioux Tribe.

**Scope:** The guidelines in this document apply to all Tribal employees utilizing SRST network telecommunications, Local-Area-Network (LAN), Wide-Area-Network (WAN) including the personnel, equipment, procedures and technologies that are employed in managing these activities.

**Policy:** The following guidelines shall serve as the employee policy regarding Internet Access and Usage within the Standing Rock Sioux Tribe.

**Internet Access & Availability:** SRST employees shall have access to Internet resources via the LAN and WAN, such access shall be used to obtain and exchange information in conformance with the general requirements of their official duties and responsibilities.

**Reserved Rights:** The Information Technology Department, Executive Director, & Tribal Chairman reserve the right to discontinue services to any user, user group, facility or location should it be determined that internet activity is having an adverse effect on WAN, LAN data communications.

**Downloading Data:** In order to avoid network capacity problems, all Internet users will be responsible for complying with the following: **Absolutely no games, or game programs, music or other non-essential data shall be downloaded from the Internet.**

**Prohibiting Data:** Access via the LAN, WAN connection to the Internet may be programmed to prohibit the importation of certain data that could create a hostile work environment. Such programming would be done in accordance with the Equal Employment Opportunity Act, the Privacy Act, the Computer Security Act, the Computer Fraud and Abuse Act, the Communications Decency Act, applicable FAR regulations and circulars.

**Violations:** Violations of any portion of this Policy may result in immediate revocation of the violators' Internet access. Disciplinary action will be addressed in accordance with the SRST Personnel Policies and Procedures.

**Responsibility:**

1. SRST Information Technology Department; serves as the authorizing official within the SRST on all matters relating to Internet access, resources & usage. Will review, comment, and/or make recommendations to the Directors regarding the Internet resources, access, and usage or disputes; will be responsible for drafting and establishing Internet guidelines or policies; will periodically review the Internet guidelines and/or policies in order to amend or update guidance; and may also authorize certain web locations to be blocked; periodically review Internet activities to ensure compliance with Internet guidelines or policies;
2. Individual Internet Users: All individual Internet users are responsible for:
  - A. Complying with the Internet Access Policy described in this document;
  - B. Refraining from any practices which might jeopardize Tribal computer systems and data files including downloading suspicious or unauthorized files from the Internet (which may include a virus);
  - C. Maintaining an awareness of Internet etiquette, customs and courtesies, including those procedures and guidelines to be followed when using computer services and transferring files from other computers;
  - D. Familiarizing themselves with any special requirements for accessing, protecting and utilizing data, including Privacy Act materials & copyright materials.
  - E. Any and all software or data stored on their individual DEVICE's. It is recommended that each user familiarize themselves with their own DEVICE's and the authorized software on their DEVICE so that they can recognize illegal or unauthorized data on software stored on their system.

**Approving Officials:** The approving officials for granting access to the Internet resources within the Tribe are identified as follows:

The approving official would be the Department Director/Manager then reviewed by the Information Technology Department.

1. Procedures for requesting access: The following procedures apply when requesting access to and use of the Internet resources within the SRST:
  - A. Requesting Internet Access. Users will complete the SRST Information Technology contract;
    - Tribal Email. All employees will be given an e-mail address as soon as they have established access to such equipment and software. It is not mandatory that each employee has a personal computer assigned, only that they have access to use such equipment and software.
    - Approval. The Director of each program has the right to request the employee to have Internet access or not.
    - Security of forms and policies. The local Information Technology Department shall be responsible for maintaining copies of all approved memos from Directors and SRST Contract forms.

**Penalties:** Failure to adhere to these guidelines may result in possible violations of existing Tribal policies and guidelines.

The approving officer, their designees, or the Information Technology Department shall conduct a preliminary investigation upon notifications of allegations of violations of these guidelines. In addition, only these officials have the authority to suspend or revoke a user's Internet access depending on the severity of the allegations. Pending the outcome of further investigation for the allegations and the seriousness, there may be further actions taken against the accused under existing policies and/or guidelines.

References:

- a) Computer Security Act of 1987, FL 100-235, 101 stat. 1724
- b) Computer Fraud and Abuse Act of 186, FL 99-474
- c) Information Technology Management Reform Act (ITMRA) of 1996

I affirm with my signature that I have read, understand, and agree to fulfill the provisions of this notice.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Work Number/Ext.

\_\_\_\_\_  
Date