

Beverly A. H. Buscemi, Ph.D.  
State Director  
David A. Goodell  
Associate State Director  
Operations  
Susan Kreh Beck  
Associate State Director  
Policy  
Thomas P. Waring  
Associate State Director  
Administration



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3440 Harden Street Ext (29203)  
PO Box 4706, Columbia, South Carolina 29240  
803/898-9600  
Toll Free: 888/DSN-INFO  
Website: [www.ddsn.sc.gov](http://www.ddsn.sc.gov)

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Applicability: DDSN Central Office, DDSN District Offices and DDSN Regional Centers

## PURPOSE

This directive establishes the Agency's policy and guidelines regarding the use of the Department of Disabilities and Special Needs (DDSN) and other State of South Carolina computer networks and the internet.

## General Principles

1. Access to computer systems and networks owned or operated by DDSN and the State of South Carolina imposes certain responsibilities and obligations on state employees and officials (hereinafter termed "users") and is subject to state government and DDSN policies and local, state and federal laws. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.
2. Regardless of the physical location of the User's workplace (e.g., telecommuting), the User is subject to the requirements of this directive.

### DISTRICT I

P.O. Box 239  
Clinton, SC 29325-5328  
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500  
Whitten Center - Phone: 864/833-2733

### DISTRICT II

9995 Miles Jamison Road  
Summerville, SC 29485  
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750  
Pee Dee Center - Phone: 843/664-2600  
Saleeby Center - Phone: 843/332-4104

3. Users may be required to comply with supplemental requirements imposed for specific information systems;
4. DDSN may inspect and/or seize any DDSN-issued device and/or data stored on any DDSN-issued information system and/or device. User acknowledges that he/she has no expectation of privacy as to any communication and/or information stored within any DDSN-issued information system or device, whether or not that information is stored locally, on a hard drive, or on other media in use with the unit.
5. For network maintenance and security purposes, all DDSN information systems are subject to monitoring and interception of information. User acknowledges that DDSN may monitor and intercept User's communications on DDSN information systems for purposes including, but not limited to, system testing, security, investigations of alleged personnel misconduct, and/or law enforcement investigations.
6. Users who violate any copyright declarations are acting outside the course and scope of their employment with DDSN or other authority and the State of South Carolina is relieved of any legal responsibility. Users will be personally responsible and liable for such infringing activities.
7. By participating in the use of networks and systems provided by DDSN and the State of South Carolina, users agree to be subject to and abide by this policy for their use. Willful violation of the principles and provisions of this policy may result in disciplinary action up to and including termination.
8. In accordance with DDSN Directive 367-17-DD: Human Resource and Security Awareness Policy, employees, contractors and third party users shall agree and sign this policy.
9. User will complete DDSN privacy and security training prior to accessing any non-public data and/or DDSN information systems, and User will complete privacy and security training on an annual basis thereafter. User shall not take software home for personal use on a home computer.
10. This document may be updated on an as-needed basis and is subject to annual review.

### **Specific Provisions**

#### **Users shall:**

1. Agree that DDSN-issued devices and systems are the property of the DDSN and will be used only for DDSN authorized purposes, except that incidental use of DDSN resources/property is permitted as long as it does not result in additional public expense. Incidental use is infrequent and minimal. Unauthorized use of, or access to, a DDSN-issued device or systems is strictly prohibited and may subject the user to employee discipline and/or legal actions;

2. Refrain from monopolizing systems, overloading networks with excessive data or wasting computer time, connect time, disk space, printer paper, manuals or other resources;
3. User will neither share his/her DDSN-issued User ID and/or password with any other person, nor knowingly allow any other person to use his/her User ID and/or password. If User suspects his/her password has been compromised, he/she will inform DDSN Information Technology Department and/or DDSN's Information Security Officer immediately;
4. Assume personal responsibility for any charges associated with billable services unless appropriate authorization has been obtained;
5. At termination of employment, User will not remove from DDSN any information, hardware, software, device, or any other workplace resource, without explicit written permission from DDSN executive management; and
6. At termination of employment, User will return any and all DDSN information, hardware, software, device, or any other workplace resource to User's supervisor.

**Users shall not:**

1. Use the DDSN-issued devices and systems for private purposes, including blogging, commenting or posting on social media, sharing photographs, or other non-work related purposes, without written permission from DDSN executive management including illegal, unlawful, immoral purposes or to support or assist such purposes. Examples of this would be the transmission of violent, threatening, defrauding, obscene or otherwise illegal or unlawful materials.
2. Use mail or messaging services to harass, intimidate or otherwise annoy another individual.
3. Use the networks or other state equipment for private, recreational, non-public purposes including the conduct of personal commercial transactions.
4. Use the networks or other state equipment for commercial or partisan political purposes.
5. Use the networks or other state equipment for personal gain such as selling access to a USER ID or by performing work for profit with state resources in a manner not authorized by the State.
6. Use the network to disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer "worms" and viruses, and sustained high volume network traffic which substantially hinders others in their use of the network.
7. Attempt to circumvent or subvert system or network security measures.

8. Intercept network traffic for any purpose unless engaged in authorized network administrative duties.
9. Make or use illegal copies of copyrighted software or other mediums, store such copies on state systems, or transmit them over state networks.
10. Store or back-up any DDSN non-public information to any non-DDSN information system or device such as portable hard drives, USB drives or cloud service offerings in any form or format.



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Tom Waring  
Associate State Director-Administration  
(Originator)



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Beverly Buscemi, Ph.D.  
State Director  
(Approved)

ATTACHMENT: Acceptable Use of Network Services and the Internet