**Remote Access Request form**

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| **Step 1 End User Information** [ ]  State Employee [ ]  Non-State Employee **(User)**  |
|  **End User's Name** |  **Last** |  **First** |  **LAN User ID (If applicable)** |
|  **Agency/Division Name** |  **Agency/Division Name (Or Company if Applicable)** | **EIN #** |
|  **Phone # and Email** |  **Phone Number****-****-** |  **Email Address** **(Required)**       |
|  I acknowledge that I have read and are subject to the attached GITA Security Statewide Policy and Standard P800-S895. All ADOA employees and/or ADOA contractors are subject to the attached Acceptable Use of ADOA Information Resources M800-M3-S02 Standard. |
| **End User’s Signature** |  **Signature****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  **Step 2 Remote Access Request(s) and Authorization (Manager/Supervisor)** |
| Please make your selection(s): |
| **ADD CHANGE\* DELETE** [ ]  [ ]  [ ]  **VPN Account (End user must have an Internet Service Provider for VPN remote access)*** **Change Details:**

**ADD CHANGE\* DELETE**  [ ]  [ ]  [ ]  **TACACS Account (Upon approval of ASET/EIC)** **Change Details:**  |
| **ADD CHANGE\* DELETE** [ ]  [ ]  [ ]  **Terminal Service Account - Provided by ADOA.**  **(VPN Account required to access remotely)**  • Special Applications:       **• Network Drives/Folders:** * **Change Details:**
 |
| **ADD CHANGE\* DELETE**  [ ]  [ ]  [ ]  **Blue Zone Terminal Emulator – Mainframe Web Interface**(VPN Account required to access remotely)* **Change Details:**
 |
| **Authorizing Manager/Supervisor Name and Phone#** |  Print Name       |  **Phone Number** **-     -**  |
| Agency/Division Name | **Agency/Division Name (Or Company if Applicable)**        |
| **Authorizing Manager/Supervisor Email and PON #** |  Email Address (Required)        |  PON/SubPON **(Required)**      |
|   I acknowledge that I am responsible for notifying the ADOA Help Desk if the end user listed above transfers to another  agency, terminates employment, or no longer requires the Remote Access account(s). |
| **Authorizing Manager/Supervisor Signature** |  **Signature****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  [ ]  Step 3 E-mail COMPLETED FORM to ADOA/ASET Level 1 Support Desk ADOA\_ITSUPPORT\_SERVICES@AZDOA.GOV  |

**REMOTE ACCESS REQUEST FORM INSTRUCTIONS**

**STEP 1: End User Information**

The **End User** is required to complete this section of the request form. Please be sure to include **phone** and **email** information.

**STEP 2: Remote Access Request(s) and Authorization**

The End User's **Manager/Supervisor** is required to complete and sign this section of the request form. Please be sure to include **phone** and **email** information. For VPN accounts please provide the AZNET billing **PON/SubPON** information.

**STEP 3: Email Completed Form**

The End User's Manager/Supervisor is required to email the completed and signed request form to ADOA Help Desk at AZNETSUPPORTDESK@AZDOA.GOV .

*NOTE: The End User's Manager/Supervisor should keep the original signed copy of this request on file in order to meet audit requirements.*

**WHAT IS THE NEXT STEP IN THIS PROCESS?**

After receipt and processing of this request form, the account administrator(s) will contact the End User with their username, password and instructions. In addition, the account administrator will notify the End User's Manager and/or Supervisor of all account changes.

Please contact the ADOA Help Desk for questions, connectivity issues, or to report changes to any of your Remote Access accounts. You can reach the ADOA Help Desk at 602-364-4444 option 1.

**STATE of ARIZONA**

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| **G**overnment**I**nformation**T**echnology**A**gency | Statewide**STANDARD**P800-S830 Rev 2.0 | **TITLE: Network Security**Effective Date: December 29, 2006 |

1. **AUTHORITY**

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) (A.R.S. § 41-3504(A (1))) including the adoption of statewide technical, coordination, and security standards (A.R.S. § 41-3504(A (1(a)))).

1. **PURPOSE**

The purpose of this standard is to coordinate budget unit and State efforts to provide a multi-layer protection strategy for secure and seamless interconnections of the State’s heterogeneous systems and communications networks, including modems, routers, switches, and firewalls while protecting the State’s computing resources and information from the risk of unauthorized access from external sources.

**3. SCOPE**

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state receiving, expending or disbursing state funds or incurring obligations of the state including the Arizona Board of Regents but excluding the universities under the jurisdiction of the Arizona Board of Regents and the community college districts u and the legislative or judicial branches. A.R.S. § 41-3501(2).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

1. **STANDARD**

The following network security standards provide the minimum requirements for providing secure and seamless interconnection of communications networks and systems while protecting the State’s computing resources and information whether that is through existing budget unit network infrastructure or through the states AZNET program for network services. Multi-layered protection shall be deployed at the Internet gateway, the network server, and the desktop levels to prevent introduction of malicious code or unauthorized access into the State’s information systems.

* 1. NETWORK PERIMETER SECURITY**:** Firewall technology shall be employed at the edge of a budget unit’s network including the Internet Gateway, to protect sensitive internal information assets and infrastructure from unauthorized access. External (inbound and outbound) traffic shall be routed through secure gateways, such as firewalls.
		1. Network traffic filtering rules for traffic that traverses the Internet shall include the following:
		+ An incoming packet shall not have a source address of the internal network,
		+ An incoming packet shall not contain Internet Control Message Protocol (ICMP) traffic,
		+ An incoming packet shall have a publicly registered destination address associated with the internal network if using static or dynamic Network Address Translation (NAT),
		+ An incoming packet should not contain Simple Network Management Protocol (SNMP) traffic,
		+ An outgoing packet shall have a source address of the internal network,
		+ An outgoing packet shall not have a destination address of the internal network,
		+ An incoming or outgoing packet shall not have a source or destination address that is private or listed in RFC 1918-reserved space,
		+ Sources of traffic from Internet sites that are known to contain spam, offensive material, etc., may be blocked at the discretion of the budget unit.
		1. Any source routed packets or any packets with the IP options field set shall be blocked.
		2. Inbound or outbound traffic containing source or destination addresses of 127.0.0.1 or 0.0.0.0, or directed broadcast addresses should be blocked.
		3. Firewall technologies shall have security logging turned on. Logs should be reviewed, on a frequency determined and documented by the budget unit, by budget unit authorized personnel and all incidents, violations, etc. reported and resolved.
		4. Firewall policies should be reviewed, tested, and audited, on a frequency determined and documented by the budget unit.
		5. Remote management of firewall technologies should be via encrypted communications.
		6. Unneeded services shall be turned off and unused ports disabled.
		7. When required to allow converged services, such as voice (VoIP), instant messaging, presence, mobility services, multimedia (MoIP), etc., to securely traverse network borders and NAT functionality, firewall technologies shall:
			+ Use a SIP proxy server or H.323 gatekeeper outside the firewall, with the firewall configured to allow communication of endpoints only with the proxy server, or
			+ Be configured to function as application-layer gateways that monitor all SIP and H.323 traffic in order to open and close restricted ports as required and rewrite the IP addresses within the unencrypted application-layer messages, or
			+ Use a Session Border Controller, also known as an application router, to allow for end-to-end VoIP communications across multiple IP networks while allowing VoIP endpoints such as VoIP gateways, IP phones, and IP soft phones; which are behind a Network Address Translation (NAT) firewall, to communicate with VoIP endpoints on external IP networks.
			+ IETF Internet Draft proposals for NAT traversal, such as Connection Oriented Media Transport, Middlebox Communications (Midcom), Simple Traversal of UDP Through NAT (STUN), and Traversal Using Relay NAT (TURN) taken singularly do not provide a complete, universal solution that is applicable to all existing scenarios. IETF Internet Draft Interactive Connectivity Establishment (ICE) is a proposed methodology for NAT traversal for SIP. ICE makes use of existing protocols, such as STUN, TURN, and even Realm Specific IP (RSIP). ICE works through the cooperation of both endpoints in a session.
		8. Budget units may collectively establish inter-agency service agreements (ISAs) to implement and maintain a “trusted peer” relationship among multiple participants. Each participant in the agreement shall agree to conform to all applicable requirements set forth in the agreement to ensure sufficient and acceptable security protection for all other participating entities.
	2. END POINT SECURITY**:** Client platform devices, including State-owned assets, client devices used by remote workers and telecommuters, as well as third-party entities, connected to the budget unit’s internal network should be protected from sending or receiving hostile threats from unauthorized network traffic or software applications.
		1. Client platform devices shall utilize virus-scanning software in accordance with *Statewide Standard P800-S860, Virus and Malicious Code Protection*.
		2. Client platform devices externally connecting to budget unit internal networks shall encrypt all traffic in accordance with paragraph 4.6.
		3. Individual firewalls deployed on client platform devices provide protection against network-borne threats by providing traditional firewall services blocking network traffic based on protocol, ports, and software applications, content filtering of packets, as well as controlling the behavior of software applications deployed and executed on the client platform device. Individual firewalls deployed on budget unit IT assets should be centrally administered and managed to ensure budget unit policy-based security is applied and updated.
	3. ACCESS TO INTERNETWORKING DEVICES AND SHARED PLATFORMS**:** Internetworking devices (including routers, firewalls, switches, etc.) and shared platforms (including mainframes, servers, etc.) provide both access to and information about networks. They shall be controlled to prevent unauthorized access.
		1. Access to Internetworking devices and shared platforms shall be restricted to authorized employees and contractors in accordance with *Statewide Standard P800-S885, Physical Security*,and *Statewide Standard P800-S875, Maintenance*.
		2. Access to network management tools such asSimple Network Management Protocol (SNMP), Secure Socket Shell (SSH), and Remote Monitoring (RMON), etc., as well as telnet access, shall be controlled. SNMP shall be version 3 or higher to take advantage of improved security features.
		3. Internetworking devices connected to the Internet shall have RFC 1918 and RFC 2827 implemented for inbound traffic.
		4. If dial-in access is required to access and manage routers, RADIUS or should be used.
		5. Internetworking devices shall have unneeded services turned off, unused ports disabled, and logging capability turned on. Logs should be reviewed, on a frequency determined and documented by the budget unit, by budget unit authorized personnel and all incidents, violations, etc., reported and resolved.
		6. Internetworking device passwords shall be immediately changed before or upon device installation and shall conform to requirements set forth in *Statewide Standard P800-S820, Authentication and Directory Services*, and budget unit specific password criteria.
		7. Internetworking devices shall be configured to retain their current configuration, security settings, passwords, etc., during a reset or reboot process.
		8. When disposing of internetworking devices that are no longer used by the budget unit, all configuration information shall be cleared in accordance with *Statewide Standard P800-S880, Media Sanitizing/Disposal*,to prevent disclosure of network configuration, keys, passwords, etc.
	4. PATCH MANAGEMENT**:** Budget unitsshall develop and implement written procedures that identify roles and responsibilities for implementing patch management that include the following activities:
		1. Designated budget unit employees or contractors shall proactively monitor and address software vulnerabilities of all internetworking devices in their network (routers, firewalls, switches, etc) by ensuring that applicable patches are acquired, tested, and installed in a timely manner. IT device manufacturers, security organizations, security vendors, and the Arizona Department of Administration (ADOA) Statewide Infrastructure Protection Center (SIPC) provide various tools and services to assist in identifying vulnerabilities and respective patches.
		2. Where practical and feasible, budget units shall test patches in a test environment prior to installing the patch. Testing exposes detrimental impacts to internal/external enterprise-wide application software systems, community-of-interest application software systems, and other third-party application software systems.
		3. Budget units shall query SIPC prior to installing patches in production to determine if other State budget units have experienced problems during testing or post-installation. Budget units shall report testing and production problems discovered with patches to SIPC.
		4. Patches shall be installed (use of an automated tool is recommended) on all affected internetworking devices. Designated employees or contractors shall monitor the status of patches once they are deployed.
		5. Patches make changes to the configuration of an internetworking device designed to protect and secure internetworking devices and attached IT devices and systems from attack, and shall be controlled and documented in accordance with *Statewide Standard P800-S815, Configuration Management*.
	5. DEMILITARIZED ZONE**:** Services provided through the Internet (Web-enabled applications, FTP, Mail, DNS, VoIP, etc.) shall be deployed on a Demilitarized Zone (DMZ) or proxied from the DMZ.
		1. All communication from servers on the DMZ to internal applications and services shall be controlled.
		2. Remote or dial-in access to networks shall be authenticated at the firewall, or through services placed on the DMZ.
		3. The DMZ is the appropriate location for web servers, external DNS servers, Virtual Private Networks (VPNs), and dial-in servers.
		4. Budget-unit external DNS servers should neither be primary servers nor permit zone transfers to DNS servers outside of the budget unit.
		5. All remote access users shall be considered external and therefore should be subjected to the firewall rule set. VPNs should terminate on the external segment or outside of the firewall.
	6. EXTERNAL CONNECTION TO NETWORKS: External connections to networks shall be routed through secure gateways (as required above) and protected by at least one of the following encryption methods, as appropriate:
		1. Transport Layer Security (TLS) or Secure Socket Layer (SSL) shall be employed between a web server and browser to authenticate the web server and, optionally, the user’s browser. Implementations of TLS and SSL shall allow for client authentication support using the services provided by Certificate Authorities.
		2. Wireless Transaction Layer Security (WTLS) with strong authentication and encryption shall be used between a web server and the browser of a wireless mobile device, such as a cellular telephone, PDA, etc., to provide sufficient levels of security during data transmission. WTLS currently supports X.509, X9.68 and WTLS certificates.
		3. IP Security (IPSec) shall be used to extend the IP communications protocol, providing end-to-end confidentiality for data packets traveling over the Internet. The appropriate mode of IPSec shall be used commensurate with the level of security required for the data being transmitted: sender authentication and integrity without confidentiality or sender authentication and integrity with confidentiality.
		4. VPNs shall be used to connect two networks or trading partners that must communicate over insecure networks, such as the public Internet, by establishing a secure link, typically between firewalls, using a version of the IPSec security protocol. VPNs are recommended for use in remote access.
		5. **R**emote **A**uthentication **D**ial-**I**n **U**ser **S**ervice (RADIUS) is a client/ server software protocol that enables network access servers to communicate with a central server to authenticate and authorize remote users to access systems or services; strong authentication shall be used for dial-up modem systems.
		6. Dial-up desktop workstation modems should be disabled and removed. Use hardware and inventory scanning tools to verify the presence and configuration of dial utilities and modems. Budget units using dial-up modem systems shall establish modem use policies which include:
			+ A complete, current list of all authorized personnel having modem access privileges.
			+ Automatic disconnection after a specified period of inactivity. Inactivity parameters shall be determined by the budget unit.
			+ The recommended use of security tokens.
			+ Immediate termination of modem access privileges upon employment transfer, re-assignment, or termination.
		7. Strong authentication, such as challenge/response devices, one-time passwords, tokens, Kerberos, and smart cards, shall be used once permission to connect has been granted.
		8. External connections shall be removed promptly when no longer required. Key network components shall be disabled or removed to prevent inadvertent reconnection.
	7. INTER-NETWORK TRANSPORT SERVICES**:** Generally and commercially available transport services, commonly referred to as carrier services, are defined in *Statewide Standard P710-S710, Network Infrastructure*. Based on budget unit business requirements, these services should be configured and implemented to allow for automatic re-routing of communications when critical nodes or links fail, or fall-back to alternate transport services, including the provision of duplicate or alternate secure gateways and external exchanges or switching centers.
	8. WIRELESS NETWORK ACCESS**:** The 802.1x security standards having centralized user authentication in accordance with *Statewide Standard P800-S820, Authentication and Directory Services*, encryption technologies with automated key distribution, and VPN technologies shall be used as appropriate with standard wireless networks: IEEE 802.11x (Wireless Local Area Network (WLAN)), IEEE 802.15 (Wireless Personal Area Network (WPAN)), and IEEE 802.16 (Wireless Metropolitan Area Network (WMAN)).
		1. WLAN security is being addressed in the transmission layer with the IEEE 802.11i draft standard and at the IP applications layer with standards- and policy-based authentication and access control.
			+ The Wired Equivalent Privacy (WEP) algorithm, which is part of the 802.11 standard, is susceptible to compromise; therefore, improved security methods should be considered through the use of AES, EAP and IPSec. All wireless data shall be encrypted.
			+ The Wireless Application Protocol (WAP) standard and Protected Extensible Authentication Protocol (PEAP) with the IEEE 802.1x Network Port Authentication standard provides interim, improved security until approval and widespread adoption of 802.11i.
			+ 802.11i also allows for automatically generated per user, per session keys through 802.1x. In addition, keys can be regenerated (re-keying) periodically to increase security.
			+ Vendor-specific, proprietary, security solutions may provide more enhanced interim security prior to approval and widespread adoption of 802.11i.
			+ Maintaining a secure wireless network is an ongoing process that requires greater effort than that required for other networks and systems. Therefore, it is important that budget units assess risks more frequently and test and evaluate system security controls when wireless technologies are deployed.
		2. WLAN wireless access point device security:
* All wireless access points shall be registered and approved by the Multi-Agency Network Security Policy Committee of the Telecommunications Program Office (TPO) for the State of Arizona. Refer to <http://www.azdoa.gov/tpo/?searchterm=tpo> for additional information on approvals, exceptions, and appeals on new and non-registered access points.
	+ - * The service set identifier (SSID) shall be changed from the factory default setting and limit their identifying information.
			* The broadcast SSID feature should be disabled, requiring wireless clients to scan for a specific access point.
			* Management access passwords must be changed from their default and default cryptographic keys shall be changed from the factory default setting. Cryptographic keys should be changed often.
			* Access point devices shall be managed via network management tools using SNMPv3 or higher. If network management is not performed by the budget unit, SNMP shall be disabled.
			* Access point devices that operate with a central controller is recommended and should be turned off during off-hours when not in use.
			* Access points that access the Internet by default must reside on a VLAN. The use of VPN shall be employed when accessing internal resources.
			* Signal strength (signal-to-noise ration) of Wireless Access Points should be audited and reduced to encompass only desired areas.
		1. WLAN wireless client platforms connecting to budget unit networks using public access points and the Internet shall use VPN technologies and should use centrally managed individual firewall software solutions. Wireless client platforms utilizing VPN technologies to access internal networks and mission-critical software applications[[1]](#footnote-1) improve security and decrease certain vulnerabilities inherent in unprotected wireless connectivity.
		2. WPAN client devices used for network access, internal network-based Internet access, and application software access shall:
			- Be required to adhere to the same range of security requirements as WLAN client devices defined in this Statewide standard.
			- Require PIN entry or similar authentication in accordance with *Statewide Standard P800-S820, Authentication and Directory Services*, for all access.
			- Require device-mutual authentication for all accesses.
			- Invoke link encryption for all connections in the communication chain and encryption for all broadcast transmissions.
			- Be set to the lowest necessary and sufficient power level so that transmissions remain localized.
			- Require device passwords to prevent unauthorized use if lost or stolen.
			- Use application-level encryption, authentication and VPN technologies.
			- Be turned off during off-hours when not in use.
		3. WMAN connectivity, commonly used to interconnect buildings, to internal networks that include transmissions to access internal networks and mission-critical software applications shall be encrypted and use VPN technologies.
		4. *Statewide Standard P800-S850, Encryption Technologies*, describes minimum requirements for ensuring the authenticity, integrity, confidentiality, and reliability of digital information.
		5. Passwords for wireless devices shall conform to requirements set forth in *Statewide Standard P800-S820, Authentication and Directory Services*, and budget unit specific password criteria.
		6. Firewall technologies implemented at wireless application gateways and connection points between wireless and wire-based LANs additionally reduce unauthorized access to internal networks.
	1. INTRUSION DETECTION/PREVENTION**:** Intrusion detection mechanisms or intrusion prevention tools should be incorporated into all servers connected to WANs and to all internetworking devices that serve as gateways between WAN network segments.
		1. When used, intrusion detection systems shall be installed both external and internal to firewall technology protecting the network to monitor, block, and report unauthorized activity. Logs should be reviewed by budget unit authorized personnel and all incidents, violations, etc., reported and resolved.
		2. Intrusion detection mechanisms for servers shall include the use of software and review procedures that scan for unauthorized changes to files, including system files.
		3. Software and review procedures shall examine network traffic for known, suspicious attack signatures or activities and look for network traffic indicative of devices that have been misconfigured.
		4. Violations of set parameters shall trigger appropriate notification to security administrators or budget unit staff, allowing a response to be undertaken.
		5. Intrusion prevention tools combine user-defined security parameters with the ability to learn how software applications and operating systems should perform in their normal states to generate an appropriate set of security policies. Violations of these security policies produced through network penetration and changes in the normal state result in recognition of an attack with corresponding adjustments to stop it.
		6. Application Vulnerability Description Language (AVDL) is a security interoperability standard being proposed as an OASIS standard. AVDL creates a uniform way of describing application security vulnerabilities using XML. The XML-based technology will allow communication between products that find, block, fix, and report application security holes.
		7. Intrusion prevention technologies reduce the number of false alarms by focusing on real-time behavior rather than using signature-matching technology to identify a potential network attack. Intrusion prevention technologies can also prevent “zero-day” attacks, which exploit previously unknown weaknesses, because they respond to a change in the normal state of operation.
		8. When manufacturer recommended updates/patches are applied to IDS/IPS systems that may impact end-user connectivity, notification to all impacted entities/users as to date and time shall occur prior to any updates.
	2. VULNERABILITY SCANNING: Network and host vulnerability scanners should be used to test for the vulnerabilities of internal systems and of network perimeter defenses, as well as adherence to security policy and standards. Vulnerability scanners should be components of the State’s comprehensive network security solutions. Such components allow security administrators to measure security, manage risk, and eliminate vulnerabilities, providing a more secure network environment. Scanners should have the ability to do the following:
		1. Map the network or inventorying systems and services on the budget unit’s network,
		2. Identify security holes by confirming vulnerabilities
		3. Provide effective analysis if vulnerability data using browsing techniques, and enforcing valid security policies when used during security device installation and certification.
		4. Provide comprehensive reports and charts for effective decision making and improved security, and
		5. Define and enforce valid security policies when used during security device installation and certification.
	3. DESTRUCTION OF NETWORK DOCUMENTATION:

Destruction of hardcopy and electronic documentation of network device configurations, network diagrams, etc., shall be destroyed, when superseded, or no longer needed. Such destruction may be completed on-site by the use of a commercial strength document shredder and/or the use of a secure recycling container. The secure container shall contain a pad lock or other similar locking mechanism and the contents of the container must be securely disposed of either through the document shredder and/or recycled by a third party contractor to destroy such documentation.

1. **DEFINITIONS AND ABBREVIATIONS**

Refer to the PSP Glossary of Terms located on the GITA website at <http://www.azgita.gov/policies_standards/> for definitions and abbreviations.

1. **REFERENCES**
	1. A. R. S. § 41-621 et seq., “Purchase of Insurance; coverage; limitations, exclusions; definitions.”
	2. A. R. S. § 41-1335 ((A (6 & 7))),“State Agency Information.”
	3. A. R. S. § 41-1339 (A),“Depository of State Archives.”
	4. A. R. S. § 41-1461, “Definitions.”
	5. A. R. S. § 41-1463, “Discrimination; unlawful practices; definition.”
	6. A. R. S. § 41-1492 et seq., “Prohibition of Discrimination by Public Entities.”
	7. A. R. S. § 41-2501 et seq., “Arizona Procurement Codes, Applicability.”
	8. A. R. S. § 41-3501, “Definitions.”
	9. A. R. S. § 41-3504, “Powers and Duties of the Agency.”
	10. A. R. S. § 41-3521, “Information Technology Authorization Committee; members; terms; duties; compensation; definition.”
	11. A. R. S. § 44-7041, “Governmental Electronic Records.”
	12. Arizona Administrative Code, Title 2, Chapter 7, “Department of Administration Finance Division, Purchasing Office.”
	13. Arizona Administrative Code, Title 2, Chapter 10, “Department of Administration Risk Management Section.”
	14. Arizona Administrative Code, Title 2, Chapter 18, “Government Information Technology Agency.”
	15. [Statewide Policy P100, Information Technology](http://www.azgita.gov/policies_standards/pdf/p100%20information%20technology%20policy.pdf).
	16. [Statewide Policy P710, Network Architecture](http://www.azgita.gov/policies_standards/pdf/p710%20network%20architecture%20policy.pdf).
		1. [Statewide Standard P710-S710, Network Infrastructure](http://www.azgita.gov/policies_standards/pdf/P710-S710%20Network%20Infrastructure%20standard.pdf).
	17. [Statewide Policy P800, IT Security](http://www.azgita.gov/policies_standards/pdf/p800%20securtiy%20policy.pdf).
		1. [Statewide Standard P800-S815, Configuration Management](http://www.azgita.gov/policies_standards/pdf/P800-S815%20Configuration%20Mgmt%20Standard.pdf).
		2. [Statewide Standard P800-S820, Authentication and Directory Services](http://www.azgita.gov/policies_standards/pdf/p800-s820%20authentication%20standard.pdf).
		3. [Statewide Standard P800-S850, Encryption Technologies](http://www.azgita.gov/policies_standards/pdf/P800-S850%20Encryption%20Technologies.pdf).
		4. [Statewide Standard P800-S860, Virus and Malicious Code Protection](http://azgita.gov/policies_standards/pdf/p800-s860%20virus%20protection%20standard.pdf).
		5. [Statewide Standard P800-S875, Maintenance](http://www.azgita.gov/policies_standards/pdf/P800-S875%20Maintenance.pdf).
		6. [Statewide Standard P800-S880, Media Sanitizing/Disposal.](http://www.azgita.gov/policies_standards/pdf/P800-S880%20Media%20San%2BDisp.pdf)
		7. [Statewide Standard P800-S885, IT Physical Security](http://www.azgita.gov/policies_standards/pdf/P800-S885%20Physical%20Security.pdf).
	18. State of Arizona Target Security Architecture, <http://www.azgita.gov/enterprise_architecture>.
2. **ATTACHMENTS**

None.

**STATE of ARIZONA**

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| **A**rizona**D**epartment**O**f**A**dministration | **Agency****STANDARD****A800-M3-S02 Rev 1.0** | **TITLE: Acceptable Use of ADOA Information Resources** **Effective: July 20, 2007** |

1. **AUTHORITY**
	1. The authority for this Standard is based on Arizona Revised Statute 41-703 and the ADOA Policy A800 – Information Security Policy.
2. **Purpose**
	1. The purpose of this Standard is to establish the responsibilities and restrictions to be complied with by all users of ADOA Information Resources.
3. **Scope**
	1. This Standard applies to all ADOA employees, contractors and other entities using ADOA Information Resources.

For those ADOA employees participating in the ADOA Telework Program, this Standard shall be supplemented by an approved ADOA Telework Agreement. The ADOA Telework Program is subject to separate standards and policies.

* 1. The ADOA Director, in conjunction with the ADOA Information Security (AIS) Manager and the ADOA LAN Manager, is responsible for ensuring the effective implementation of ADOA Information Security Policy and Standards which reference the Statewide Information Technology Policies, Standards and Procedures (PSPs).
1. **DEFINITIONS AND ABBREVIATIONS**
	1. **Acceptable Use –** the use of ADOA Information Resources that is authorized and meets ADOA policy and standards.
	2. **Authorized Use –** the use of ADOA Information Resources that is:
		1. performed according to designated duties stated in an employee’s job description, as assigned by an employee’s supervisor or as necessary to carry out the daily duties of the position; or
		2. provided to a contractor to satisfy the services contracted by ADOA; or
		3. required by another state agency or outside organization under an intergovernmental agreement or interagency service agreement (IGA/ISA).
	3. **Authorized User –** an individual authorized to use ADOA Information Resources. This includes full or part-time ADOA employees, temporary employees, contractor personnel and non-employees providing services or products to the agency and/or non-employees who are given access to ADOA Information Resources (e.g. other state agencies with intergovernmental agreements or interagency service agreements (ISA/ISAs), suppliers on contract or outside organizations).
	4. **ADOA Information Resources -** any computing device, peripheral (e.g., printers, scanners, USB flash drives, CD/DVD), software, local and wide area networks (LAN and WAN), communications equipment (including Fax machines and telephones), communications software (including Internet, Intranet, and bulletin board access software), Virtual Private Network (VPN) or remote access capabilities and data distribution, electronic data or related consumable (e.g. paper, disk space, central processor time, network bandwidth), information and data owned or controlled by the ADOA.
	5. **Personal Device or Software -** any computing device, peripheral (e.g., printers, scanners, mice, headphones, USB flash drives, switches, hubs, wireless devices, network devices, “jump” or “thumb” drives, external hard drives, PDAs, Ipods, MP3 players, etc.), software, communications equipment (including Fax machines and cellular telephones), communications software (including the Internet, Intranet, and bulletin board access software), Virtual Private Network (VPN) or remote access capabilities not owned or controlled by the ADOA.
2. **Standard**
	1. ADOA Information Resources are intended to be used for state business purposes only. Limited use of these resources, such as Internet, email, workstation or printer (excluding information and data owned or controlled by the ADOA) for personal needs is permitted as long as such use is consistent with ADOA Policies and Standards and only when ALL of the following conditions are met:
		1. No discernible additional cost or expense to the State is incurred.
		2. There is no noticeable negative impact upon the employee's job performance.
		3. There is no noticeable negative impact upon other State employees in the performance of their duties or provision of services.
		4. It does not bring discredit or embarrassment to the State.
		5. Does not violate this Standard.
	2. Authorized users will not use ADOA Information Resources for illegal, inappropriate or obscene purposes.
	3. Use of ADOA Information Resources for political or personal gain is prohibited.
	4. **Authorized users will not connect any Personal Device or Software to the ADOA network via an Ethernet port, switch, router, wireless or any other connection without prior written approval from ADOA Information Security Manager and the authorized user’s Division Assistant Director.** Any Personal Device or Software connected to the ADOA network is subject to inspection, seizure and/or destruction, unless specifically authorized in writing by the ADOA Information Security Manager and the Authorized User’s Division Assistant Director. Exception is made for those with an approved ADOA Telework Agreement, who are using personal devices to connect from outside the ADOA network.
	5. **Authorized users will not connect or install any Personal Device or Software to an ADOA desktop or laptop, without prior written approval from ADOA LAN Manager and the authorized user’s Division Assistant Director.** Exception is made for those with an approved ADOA Telework Agreement, who are using personal devices to connect from outside the ADOA network. Any Personal Device or Software connected or installed to the ADOA network is subject to inspection, seizure and software destruction.
	6. Authorized ADOA LAN users will not install, load or execute in memory any software application or program without first requesting such through ADOA LAN. ADOA LAN will be responsible for approval of all ADOA LAN and desktop software purchases, installation and tracking of those software licenses. The ADOA Chief Information Officer or their designee will approve all other software purchases.
	7. ADOA may restrict the use of specific ADOA Information Resources through additional Standards. Divisions within ADOA may further restrict the use of ADOA Information Resources. ADOA Information Security will assume the responsibility for communicating any changes to these standards.
	8. All use of ADOA Information Resources for electronic communication must represent ADOA in a manner that preserves the Agency’s reputation and standards of professionalism. Any electronic communication that constitutes a significant representation of ADOA to the general public shall be approved by the appropriate Division Assistant Director**.**  Consequently, any electronic communication discovered on an ADOA Website that is deemed inappropriate will be reported to ADOA Information Security and if necessary, the site will be disconnected until compliance can be achieved.
	9. ADOA reserves the right to monitor all network traffic at any time, without prior notice or warning to the user. Anyone using ADOA Information Resources has **no expectation of** **privacy** in the use of these tools or content. **Examples of improper use include but are not limited to**:
3. **Illegal activities such as anti-trust or libel/slander.**
4. **Violation of copyrights (institutional or individual), other contracts or license agreements (e.g. downloading or copying data, software or music that is not authorized or licensed).**
5. **Knowingly or with willful disregard initiating activities that disrupt or degrade network or system performance, or wastefully using ADOA Information Resources.**
6. **Using ADOA Information Resources for fraudulent purposes.**
7. **Performing gambling activities or other illegal schemes (e.g. pyramid, chain letters, etc.).**
8. **Stealing or destroying ADOA Information Resources.**
9. **Misrepresenting another user’s identification (forges or acts as), gaining or seeking to gain unauthorized access to another user’s account/data.**
10. **Obtaining the passwords of other users or modifying or destroying another user’s data.**
11. **Viewing, retrieving, saving or printing text or images of a sexual nature or containing sexual innuendo (e.g. accessing adult oriented sites or information via the Internet/Intranet or via email).**
12. **Invading systems, accounts or networks to obtain unauthorized access for the purpose of damaging (hacking). This includes unauthorized scans, probes, or system entries.**
13. **Connecting any unauthorized device to the ADOA Information Resources including the ADOA network.**
14. **Copying, transferring or emailing any ADOA data or information from ADOA Information Resources including the ADOA network, a desktop computer, wireless device, storage device or media without the explicit permission of the Authorized User’s supervisor or manager.**
15. **Intentionally intercepting or modifying the content of a message or file originating from or belonging to another person without appropriate authorization.**
16. **Knowingly circulating destructive programs into ADOA Information Resources (e.g., worms, viruses, parasites, Trojan horses, malicious code, e-mail bombs, etc.).**
17. **Using ADOA Information Resources to conduct commercial or private business transactions, or support a commercial/private business, except as provided by the Arizona Administrative Code Title 2 (Administration), Chapter 11 (Department of Administration Public Buildings Maintenance), Article 3 (Solicitation) and Article 4 (Special Events).**
18. **Promoting fund-raising or advertising of non-State-sponsored organizations, except as provided by the Arizona Administrative Code Title 2 (Administration), Chapter 11 (Department of Administration Public Buildings Maintenance), Article 3 (Solicitation) and Article 4 (Special Events) or Executive Order 2005-20 (Arizona State Employees Charitable Campaign).**
19. **Generating or possessing material that is harassing, obscene, profane, intimidating or threatening, defamatory to a person or class of persons, or otherwise inappropriate or unlawful. This includes material that is intended only as a joke or for amusement purposes.**
20. **Disclosing protected or confidential ADOA Information Resources without proper authority.**
21. **Failing to comply with the instructions from appropriate ADOA management to discontinue activities that threaten the operation or integrity of ADOA Information Resources or those activities in violation of ADOA Policy and Standards.**
	1. Authorized users are responsible to protect and secure their ADOA Information Resources from unauthorized or improper use.
	2. Users who suspect a misuse or attempted misuse of ADOA Information Resources or a violation of this Standard are obligated to immediately notify their supervisor and report the incident to the ADOA Help Desk.
22. **STANDARD NON-COMPLIANCE**
	1. All authorized users of ADOA Information Resources are responsible for understanding and adhering to this Standard.
	2. **For non-compliance with this Standard, all ADOA employees shall be subject to Human Resource progressive discipline up to and including dismissal, with the exception that management may choose to take appropriate action commensurate with the seriousness of the offense. In addition, any non-compliance with this Standard that may constitute a violation of a State or Federal criminal statute may be referred to a law enforcement agency for appropriate action.**
	3. Contractors and other authorized users will be held to contractual agreements. In addition, any non-compliance with this Standard that may constitute a violation of a State or Federal criminal statute may be referred to a law enforcement agency for appropriate action.
23. **REFERENCES**
	1. U.S. Code-Title 42-Subchapter XI-Part C-Sec 1320d-6-Wrongful disclosure of individually identifiable health information
	2. Public Law 94-553, U.S. Copyright Law
	3. ARS §13-2008. Taking identity of another person or entity; classification
	4. ARS §13-2316, Computer tampering; venue; forfeiture; classification
	5. ARS §38-448, State employees; access to internet pornography prohibited; cause for dismissal
	6. ARS §39-101, Permanent public records; quality; storage; violation; classification
	7. ARS §41-703, Duties of director
	8. ARS §41-770, Causes for dismissal or discipline
	9. ARS §41-1350, Definition of records
	10. AAC R2-5-501, Standards of Conduct
	11. Statewide Policy – P800, IT Security
	12. ADOA Policy A800 – Information Security.
1. Mission-critical software applications are those that address health, life, and safety issues; provide critical public services; or have been prescribed by legal mandates. [↑](#footnote-ref-1)