

ICT Policy

INTERNET ACCESS AND USAGE POLICY

1.0 Title

Internet Access and Usage Policy

2.0 Effective Date:

7 November 2009

3.0 Introduction

3.1 The Internet is widely used as a source of information and means of communication by government agencies and its users in their daily work.

4.0 Definitions/background

4.1 The terms used in this document and their definitions are as follows:

4.1.1 Agency - The term encompasses Government Ministry, Government Department, Statutory Board and Government Agency

4.1.2 Computer Systems - Desktop or Personal computers, notebooks, network computers, pocket PCs, mobile devices and personal digital assistants that are used to store, process or access Government Resources.

4.1.3 Government - The Government of Brunei Darussalam

4.1.4 Government Resources - All Government data, hardware or software implemented for official use by the Government and its authorised personnel.

4.1.5 Head of Agency - The term refers to the Permanent Secretary of Government Ministry, Head of Government Department, and CEO of Statutory Board.

4.1.6 Official – This means any business related to the Government and/or agency.

4.1.7 User - The term encompasses full-time and part-time government employee, consultant, contractor, temporary, volunteer and any other worker at all levels within the government.

4.2 Abbreviations

4.2.1 EGLF - The E-Government Leadership Forum;

4.2.2 EGNC – The E-Government National Centre

4.2.3 EGTAB – The E-Government Technical Authority Body

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5.0 Purpose

5.1 This policy establishes the principles and procedures to manage security exposure and usage of the Government Resources for accessing the Internet.

6.0 Scope

6.1 This policy applies to all users who use Government Resources to access the Internet.

7.0 Reference

- 7.1 Laws of Brunei, Chapter 196, Electronics Transaction Act, 2008
- 7.2 Constitution of Brunei Darussalam Computer Misuse Order, 2000
- 7.3 Security Manual, Internal Security Department, Prime Minister's Office
- 7.4 Laws of Brunei, Chapter 116, Brunei National Archives Act, 1984
- 7.5 Laws of Brunei, Chapter 83, Public Officers (Conduct and Discipline) Regulations
- 7.6 Government Network Usage Policy (currently being developed)

8.0 Principles and Guidelines

- 8.1 The access to internet which has been granted by the Government is not a right, and is provided primarily to assist in the fulfilment of official duties.
- 8.2 Any inappropriate use of the Internet will result in a cancellation of access and will be subjected to appropriate disciplinary action.
- 8.3 The Government reserves the right to control, monitor and disclose Users' Internet access and activities in order to ensure compliance to this policy and where necessary, exercise compliance management.

9.0 Duties and Responsibilities of the Agency

- 9.1 Agencies shall grant Internet access to their Users primarily to assist the fulfilment of their official duties.
- 9.2 Agencies may produce other policies and procedures in addition to the policies as set out in this document on governing access to the Internet, including access for unofficial purposes.
- 9.3 Agencies shall educate their Users on the secure use of Desktop Systems and compliance with the Internet access and usage policies.

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- 9.4 Agencies shall implement adequate security protection as specified by the Government ICT security authority.
- 9.5 In the event of security incidents, agencies shall observe the IT security incident management procedure under the Security Manual, published by the Internal Security Department of the Prime Minister's Office.

10.0 End User Procedures

- 10.1 Users shall use the Internet access provided by their agency primarily for official purposes.
- 10.2 Users shall comply with the policies and procedures on Internet access and usage as set out in this document and any other policies and procedures as provided by the agency.
- 10.3 Users who use published materials from the Internet protected by copyright shall use them discreetly and shall not distribute them publicly without acknowledging their sources (author, publisher, internet address).
- 10.4 Users shall report security incidents and breaches related to Internet access to their agency in accordance with the agency's incident reporting procedures.
- 10.5 Use of the internet is permitted for personal purposes but shall be subject to the following limitations:
- 10.6 It must be infrequent and brief, and does not have any negative impact on the User's overall productivity;
- 10.7 It must not incur any additional expense to the User's Agency or the Government;
- 10.8 It must not violate any of the Government's or User Agency's policies; and
- 10.9 It must not compromise the User's Agency or the Government in any way.

11.0 Prohibited and Unacceptable Uses

- 11.1 Users shall not misuse its access to internet which has been granted by the Government. Any misuse of access to internet in breach of the policies and procedures on Internet access and usage as set out in this document and any other policies and procedures as provided by the agency, shall be notified to the Head of Agency and result in the revocation of such access. Any misuse will also be subject Regulation 29 of the Public Officers (Conduct and Discipline) Regulations and result in disciplinary actions. Any unlawful violation of this policy may result in civil or criminal liability.

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- 11.2 User is prohibited from any unauthorised use or release of Government and Agency information on the Internet.
- 11.3 Users shall not use the Internet for any illegal or unethical purposes.
- 11.4 Users shall not access the Internet to engage in activities that result in the misuse Government Resources. These include private commercial activities or other activities for personal gain such as selling or promoting goods or soliciting business of any kind.
- 11.5 Users shall not communicate via the Internet materials that are disturbing threatening, fraudulent, defamatory, harassing, intimidating, embarrassing, sexually explicit, obscene, or which incite religious or racial intolerance or are otherwise deemed inappropriate by their agency and the Government. Users shall also not intentionally download such materials from the Internet.
- 11.6 Users shall not intentionally download files from the Internet that contain malicious content.
- 11.7 User shall not intentionally copy or download materials that could downgrade or disrupt the Internet service or network traffic, or interfere with the normal operation of the User's Agency or User's work.
- 11.8 Users shall not use the Internet for any immoral activities.

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