



Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS

P.O. BOX 1688

MADISON, WISCONSIN 53701-1688

Shirley S. Abrahamson
Chief Justice

16 East State Capitol
Telephone 608-266-6828
Fax 608-267-0980

A. John Voelker
Director of State Courts

ADMINISTRATIVE BULLETIN 09-16

DATE: December 10, 2009

TO: All Justices and Judges
All Court System Personnel Using CCAP-Provided Internet or E-mail

FROM: A. John Voelker
Director of State Courts

SUBJECT: Update to Internet and E-mail Policy on Use of Streaming Media

In recent years, streaming media, the technology used to listen to music or watch videos on the Internet, has become an increasingly popular tool used by websites. Because streaming media is a continuous stream of data, it requires the use of additional network resources and can slow down everyone's network performance. While there are some streaming media tools that CCAP users need to use to perform their work-related responsibilities, other types of streaming media, such as listening to radio stations throughout the workday or watching video clips or movies from a CCAP computer, are not work-related. Therefore, in consultation with the CCAP Steering Committee, the court system's Internet and Email Policy (attached) has been updated to clarify that CCAP users should refrain from using streaming media on CCAP computers for non-job related purposes.

Please read the updated policy with this policy change. I appreciate your cooperation in ensuring optimum CCAP network performance.

AJV/PR/lai
Enc.

Wisconsin Court System INTERNET and E-MAIL POLICY

Overview

The information technology (IT) resources available to the Wisconsin Court System's judiciary and court staff allow access to powerful communication tools. These tools provide easy access to court, legal and administrative materials in support of the court system's mission. The Director of State Courts has established this policy to ensure:

- broad access to tools and resources that enhance job performance by members of the judiciary and court system staff;
- compliance with existing standards and policies regarding professional conduct and appropriate use of state-provided telecommunications and IT resources;
- efficient and cost effective use of public resources;
- protection of court data from corruption, loss and computer viruses; and
- technology equipment provided for operating the courts is properly configured and maintained for its intended purpose.

Applicability

This policy outlines the rules and responsibilities for users of electronic mail (e-mail) and Internet access provided by the Consolidated Court Automation Programs (CCAP). CCAP users include the judiciary, circuit court commissioners, and all non-judicial staff of the Supreme Court, the Court of Appeals, the Circuit Courts (both state and county court officials and employees), the Office of the Director of State Courts and other affiliated offices of the Wisconsin Court System. County employees using CCAP equipment are covered by this policy as well as by any local policies concerning the use of e-mail and the Internet. Where a conflict exists between the policies, the user should follow whichever policy is more restrictive.

Use of the Internet

Users should be aware that access to the Internet may be monitored, as authorized by the Director of State Courts, if there is reasonable suspicion that this policy has been violated.

Persons using CCAP-provided Internet resources shall:

- retrieve information related to performing their job duties;
- access the Internet in a responsible way; and
- abide by all applicable laws and regulations.

Persons using CCAP-provided Internet resources shall not:

- knowingly access, create, print, view, download or distribute links to obscene, pornographic, profane, defamatory, abusive, racially offensive, sexually-oriented, or any biased, discriminatory or illegal material not specifically related to an approved work activity;
- engage in any activities which would in any way bring discredit on the Wisconsin Court System, the State of Wisconsin, or the county;
- obtain or distribute illegally copyrighted information or software;
- use the Internet for any illegal purpose;
- use the Internet for gambling or gaming; or
- have any expectation of privacy while accessing the Internet.

Occasional and incidental personal use of the Internet is permissible provided it does not:

- interfere with work responsibilities;
- promote activities for political purposes or personal financial gain; or
- increase operational costs to the CCAP system.

However, streaming media is the technology used for listening to music or watching video via the Internet and can create slowness on the network. Persons using CCAP-provided internet resources shall refrain from using streaming media for non-job related purposes (e.g., listening to radio stations or music, watching video clips or movies using a CCAP-provided computer).

Use of E-Mail

The e-mail system is the property of the State of Wisconsin. Documents created on or through e-mail may be public records subject to the inspection, disclosure, and disposition requirements of Wisconsin law. E-mail is *not* confidential unless access to a record is limited under the law. Persons using the CCAP-provided e-mail system shall:

- use e-mail to communicate for purposes related to their job duties;
- check e-mail on a regular basis; and
- portray themselves in a professional manner.

Persons using the CCAP-provided e-mail system shall not:

- send threatening, harassing, demeaning, obscene, profane or otherwise offensive e-mail messages;
- use another user's e-mail account to send messages without that person's express permission;
- conceal or misrepresent their identity in an e-mail message;
- use e-mail for political, profit or illegal activities;
- send chain mail, "spam" or otherwise unnecessary e-mail messages; or
- intentionally send viruses, worms or other applications or files which unduly burden or otherwise jeopardize the integrity of the CCAP network.

Occasional and incidental personal use of the CCAP e-mail system is permissible provided it does not:

- interfere with work responsibilities,
- promote activities for political purposes or personal financial gain; or
- increase operational costs to the CCAP system.

Security and Privacy

Users shall understand that anything transmitted via the Internet is subject to interception, reading, copying, or modifying by others. Users shall not have any expectation of privacy while using a Wisconsin court system e-mail account.

Information Retention

Users shall regularly:

- delete personal e-mail messages and attachments;
- transfer e-mail messages of official record to an organized, secure, and accessible Groupwise folders or similar filing system; and
- delete e-mail messages that are not part of an official record.

Compliance

Using CCAP-provided Internet resources or e-mail constitutes an agreement to comply with this policy. All users are expected to read and understand the Wisconsin Court System's Internet and E-mail Policy. The Director of State Courts reserves the right to review Internet and e-mail use for system performance monitoring and to investigate potential abuse of the court system's IT resources. Violation of this policy may be grounds for disciplinary action. Regardless of whether or not disciplinary action is taken, the Director of State Courts retains the right to withdraw access if he or she deems it appropriate. Criminal or civil action may be initiated in appropriate instances. All communications including text and images can be disclosed to law enforcement without prior consent of the sender or receiver.