

New York State Unified Court System

## **INTERNET POLICY AND GUIDELINES**

The following sets forth the Unified Court System's policy and guidelines for Internet access and use.

Access to the Internet is provided to facilitate the official work of the UCS and the administration of justice. It is expected that all authorized users will utilize the services and tools provided through the Internet to achieve goals consistent with the mission of the Unified Court System. To this end, all UCS Internet users are required to:

- Obtain a personal password and maintain its confidentiality.
- Access the Internet for court system business only.
- Avoid all unacceptable uses of the Internet, i.e. any activity that is unrelated to official assignments and/or job responsibilities.  
**Examples of such unacceptable use include but are not limited to:**
  - Personal communications not related to court business;
  - Private activity such as marketing and business activities;
  - Solicitation for religious or political causes;
  - Unauthorized not-for-profit business activities;
  - Private advertising of products or services;
  - The transmittal of threatening, obscene or harassing materials or correspondence;
  - The transmittal of materials or communications that are inconsistent with the court system's non-discrimination policy;
  - Any illegal purposes or activities; and recreational activities.
- Respect the legal protections provided to programs and data by copyright and license.
- Respect the integrity of computing systems. Programs that harass other users or infiltrate computer systems should not be used.
- Respect the privacy of others, e.g. user shall not intentionally seek information on, obtain copies of, or modify files or data belonging to other court users, unless explicit permission to do so has been obtained.