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10 APR 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Internet Code of Conduct

1. Access to the Internet has been provided to most members of the Department of Defense for the benefit of the organization and its customers. It allows employees to connect to information resources around the world. Each employee has a responsibility to maintain and enhance the department's public image and to use the Internet in a productive manner. To ensure that all employees are responsible and productive Internet users, and that they are protecting the department's public image, the following guidelines have been established for Internet use:

**a. Acceptable Uses of the Internet**

Employees accessing the Internet are representing the State of Hawaii, Department of Defense. All communications should be for professional reasons. Employees are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Internet Relay Chat channels may be used to conduct official departmental business or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts.

**b. Unacceptable Uses of the Internet**

The Internet should not be used for personal gain or for the advancement of individual views. Solicitation of non-departmental business or any use of the Internet for personal gain is strictly prohibited. Employees are prohibited from using the Internet access for any other business or profit-making activities. Use of the Internet must not disrupt the operation of the department's network or the networks of other users. It must not interfere with your productivity as an employee.

**c. Personal Use**

Limited personal use of the Internet is allowed and encouraged by the department. However, the employee-user is reminded that the use of any and all departmental property is

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primarily for the purpose of conducting official business. Any personal use of the Internet is expected to be on the user's own time and must not interfere with the person's job responsibilities.

**d. Communications**

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users will not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language should be transmitted through the system. Employees who wish to express personal opinions on the Internet are encouraged to obtain their own personal Internet Service Provider (ISP).

**e. Software**

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be coordinated through their division/office information system approving authority. Downloading of games from the Internet is prohibited.

**f. Copyright Issues**

Employees on the Internet may not transmit copyrighted materials belonging to entities other than this department. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the chain of command or legal action by the copyright owner.

**g. Security**

All messages created, sent, or retrieved over the Internet are the property of the State of Hawaii, Department of Defense, and should be considered public information. The department reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

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**h. Harassment**

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Employees are prohibited from accessing the Internet for any unethical purposes, including pornography, violence, gambling, racism, harassment, or any illegal activities. Employees are further prohibited from using profanity or vulgarity when posting electronic mail messages.

**i. Violations**

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, the department will advise appropriate legal and law enforcement officials of any illegal violations.

2. In general, employee-users should exercise the same restraints and caution in drafting and transmitting messages and images over the Internet as they would when writing a memorandum or drafting a sketch. They should assume that their messages and images would be saved and reviewed by someone other than the intended recipients. Proper use of the Internet can improve efficiency and productivity in the workplace. To obtain further information regarding the obligations and responsibilities while communicating via the Internet, contact your system information manager or Colonel Joseph J. Chaves, Personnel Officer, at (808) 733-4118.



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*Note: This policy is applicable to all departmental employees, with the exception of employees covered under the United Public Workers collective bargaining agreements. UPW employees should inquire with their union representative for guidance regarding Internet Code of Conduct.*