

Internet Code of Conduct (0600)

(No. 4 September, 1997)

Use of the Internet is a work-related privilege, not a right.

CDF encourages the responsible use of the Internet as a communication and information gathering and disseminating mechanism. Users will not engage in any activities via the Internet that will in any way discredit the Department or state service.

CDF employees, as representatives of this Department, have the responsibility of presenting a professional image in their interactions on the Internet. The Department acknowledges the Internet's potential aid in achieving CDF's mission.

Any non-mission related use by employees of the Internet shall not interfere with state business, shall be done with the permission of an employees' supervisor, shall be kept to a minimum, and shall be in accordance with all state or federal laws.

Inappropriate use of the Internet by a CDF employee may result in disciplinary action, including adverse action or criminal prosecution. Employees shall not display on their monitor any information that may be reasonably considered offensive or disruptive to any employee. Offensive content may include, but is not limited to, sexual comments or images, racial slurs, gender specific comments, or any comments that would offend someone on the basis of age, sexual orientation, religious or political beliefs, national origin, or disability.

Users may not download games, inappropriate materials or picture files, unlicensed software, or any other information that is not essential to fulfilling assigned duties.

Network activity conducted while doing state business and being conducted with state resources is the property of the State of California.

The state and CDF reserve the right to monitor and log all network activity including e-mail and Internet with or without notice. Employees have no privacy interest in communications on the Internet.

Confidential information will not be transmitted via the Internet nor will it reside on CDF Internet Servers.

[\(see Table of Contents\)](#)