



<p><b>STATE OF NEW JERSEY</b>  <b>IT CIRCULAR</b></p> <p><b>Title:</b> Internet Access Policy for          New Jersey State Agencies</p>	<b>NO:</b> <b>15-06-NJOIT</b>	<b>SUPERSEDES:</b> <b>06-03-NJOIT</b>
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ATTN: Directors of Administration and Agency IT Managers

**I. PURPOSE**

To establish the overall policy for secure access to, and use of the Internet by State agencies.

**II. AUTHORITY**

This policy is established under the authority of the State of New Jersey. [N.J.S.A. 52:18a-230 b](#). This policy defines New Jersey Office of Information Technology's (NJOIT) role with regard to technology within the Executive Branch community of State Government.

The New Jersey Office of Information Technology (NJOIT) reserves the right to change or amend this circular.

**III. DEFINITIONS**

Please refer to the Statewide Policy Glossary at <http://www.nj.gov/it/ps/glossary/>.

**IV. POLICY AND PROCEDURES**

The Office of Information Technology (OIT) and agencies will maintain a secure, coordinated and cost-effective approach to Internet access by State agencies. OIT has been given the authority to administer access to the Internet by users at New Jersey State agencies.

To encourage a secure, coordinated and cost-effective approach to Internet access, OIT will contract for an ISP and administer State agency Internet access. OIT must review and approve separate access contracts negotiated by individual agencies. Each such agency must show that a technical incompatibility or special functional requirement exists to justify approval of such contracts.

Agency access to the Internet through the designated ISP or OIT-approved agency ISP is offered as a tool for meeting the programmatic needs of the State. State-provided Internet access is State property and is intended for official business. The use of State-provided Internet access by State agencies and their employees constitutes the acceptance of responsibilities and obligations set by federal, State, and local laws and regulations.

In accordance with [14-30-NJOIT](#), 1600 – *Acceptable Internet Usage*, OIT and State agencies have the authority and responsibility to monitor Internet access. Any unauthorized access and use discovered during such monitoring may be reported to agency management for appropriate action.

## V. FUNCTIONS

### A. Agency

1. An agency shall provide for agency Internet access administration.
2. An agency may install and update necessary system-wide virus protection software in consultation with OIT.
3. An agency shall determine which employees shall be allowed access to and use of the Internet.
4. An agency may monitor agency staff access to and use of the Internet to ensure that it is appropriate and consistent with agency program goals.

### B. Office of Information Technology

1. OIT shall administer and manage TCP/IP addressing.
2. OIT shall monitor the performance and capacity levels of its Internet-access infrastructure.
3. OIT shall upgrade the infrastructure as necessary to meet the programmatic needs of State agencies.
4. OIT shall ensure that security and firewall systems are sufficient and operational.
5. OIT shall provide agencies with access to monitoring information as requested.

*Signature on File*

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**E. STEVEN EMANUEL**

**Chief Technology Officer-NJ Office of Information Technology  
State Chief Information Officer**

*4/8/2015*

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**DATE**