

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 62
AMENDED AUGUST 13, 1997

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff
All Judges	Administrative Associate
Area Court Administrators	Court Analyst
Clerk of the Appellate Courts	General Services Supervisor
Rural Court Training Assistants	Judicial Services
All Full-Time Clerks of Court	APD Warrants
All Magistrates	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: POLICY ON PERSONAL USE OF COURT SYSTEM COMPUTERS,
USE OF PRIVATELY-OWNED COMPUTER EQUIPMENT, AND
MODIFICATION OF COURT SYSTEM COMPUTER PROGRAMS

I. Terminology

As used in this policy,

"equipment" means all printers, scanners, and computers, as well as any peripheral electronic devices connected to the computer by cabling or infrared transmissions (including the cabling and connector devices themselves);

"local computer manager" means a person designated by the manager of Information Systems Support to manage the computer systems for a given region or group of employees;

"PC's" means desktop and portable computers only;

"program" and "software" mean a set of electronic instructions for a computer, but do not include macros created in commercial office applications or batch files on desktop and portable computers;

"supplies" means computer-related materials that are not equipment, including diskettes, paper, and ribbons/ink/toner for printers.

II. Personal Use of Software and Equipment

A. Employees may use court system software and equipment for personal, non-commercial tasks, as long as:

1. they do not engage in personal activities during their work hours;
2. they do not use court system diskettes, paper, or other supplies, except that they may make reasonable and limited use of court system printers.

B. Employees may not use court system equipment or software to conduct political activities, private business, or commercial enterprises, or to engage in any fund-generating activities.

III. Use of Privately-Owned Software and Diskettes

Employees may load privately-owned software onto court system PC's subject to the following rules:

- A. Prior to loading software, approval must be obtained from the designated local computer manager.
- B. All software and privately owned diskettes must be screened through an approved anti-virus program before the software or diskette is loaded onto a court system computer. This includes new software which has never been used and software downloaded from the Internet or other external sources.
- C. Before loading any software onto a court system PC, employees must check the copyright and other use restrictions on the software. Software may not be used on court system equipment in violation of these restrictions. (See also Sec. IVB below.)

IV. Use of Privately-Owned Equipment

A. Employees may not install or connect privately-owned equipment or modify court system equipment without permission from the Manager of Information Systems Support, the designated local computer manager, or the Administrative Director. This section does not prohibit an employee from gaining private Internet account access on a court system PC as long as that access complies with

Administrative Bulletin 62.1.

B. Privately-owned equipment which is used in the workplace is not insured against loss or damage by the State of Alaska; employees use such equipment at their own risk. The court system is not responsible for repairs or maintenance of privately-owned equipment used in the workplace.

C. Employees who use privately-owned computer equipment in the workplace to perform work-related tasks may use court system supplies, such as paper, diskettes, ribbons, or toner, for that equipment. However, court system funds may not be spent to purchase special supplies for such equipment.

V. Removal of Equipment and Supplies

A. Court system equipment may not be removed from the court building to which the equipment is assigned, except that an employee who is authorized to use court system portable computer equipment may use that computer equipment for work-related purposes outside the court building.

B. Court system supplies may not be removed from the court building; however, an employee may take work home or to another location on a court system diskette. A diskette which is used outside the office on a non-court system PC must be run through an anti-virus program before it is used again on a court system PC.

VI. Modification of Software on Central Computer System

Employees may not create, install, modify, or delete programs on the court system's central computer system. An employee may request that a new program be created or installed on a central computer, or that an existing program be modified or deleted, by submitting a request in writing to the Manager of Information Systems Support, who will review the request with the appropriate advisory committee:

<u>Request</u>	<u>System</u>	<u>Committee</u>
Installation of New Program	All	Technology Policy Advisory Committee (TPAC)

Committee	Modification or Deletion of Existing Program	Appellate	Appellate Court Computer (ACCC)
(SCUG)	Modification or Deletion of Existing Program	Trial	Statewide Computer Users' Group
	Modification or Deletion of Existing Program	Rural	Rural Users' Group (RUG)

Dated: _____

Stephanie J. Cole
Administrative Director

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