**AMES LABORATORY NETWORK RULES OF BEHAVIOR**

Ames Laboratory, a government-owned, contractor-operated facility, located on the Iowa State University campus, conducts theoretical and experimental research for the United States Department of Energy (DOE) under contract number DE-AC02-07CH11358. The official Ames Laboratory policy regarding computer usage conforms to Federal law, rules and regulations, and DOE requirements.

All computing resources within the Ames Laboratory production network are intended for the use of work authorized by the U.S. Government. All software used on computers within the Ames Laboratory production network must abide by all software licensing agreements. Virus protection and precaution is required on end user computing devices. Creation and use of federally classified programs or files are not authorized on any Ames Laboratory computing resource. Ames Laboratory work is unclassified.

**Protection of Resources from Theft, Damage, Viruses and Loss of Data**

All use of Ames Laboratory computing resources must include reasonable effort to ensure resources are protected from theft, damage, viruses, and data loss. To ensure protection:

* Be aware of social engineering such as e-mail scams, suspicious phone calls, and unexpected mailings. Report these types of activities to Information Technology (IT) ([abuse@ameslab.gov](mailto:abuse@ameslab.gov)).
* Lock computer systems when not in use.
* Report suspicious activity or system behavior to IT.
* Guard account credentials carefully and choose passwords that are difficult to guess.
* Follow appropriate baseline configuration guidelines. This includes installing all system updates and patches and running up-to-date virus and spyware protection software.

**Protection of Copyright Licenses (Music or Software)**

Software download and use is allowed for authorized Ames Laboratory work and limited personal use as outlined below. All software downloaded or obtained through other means must be used in accordance with the license terms. Network activity logs will be reviewed to determine whether employees attempt to illegally download copyrighted materials.

**Unofficial Use of Government Equipment**

While limited personal use of equipment is permitted, users should be aware that use of network resources for the following activities is **not** authorized:

* Accessing pornographic web sites and material
* Developing applications for personal gain
* Illegally downloading copyrighted material
* Accessing other offensive or questionable material
* Performing personal activities that may cause congestion, delays, or disruptions of service to others
* Downloading software or modifying system configurations to bypass stated cyber security controls or policy, unless IT has been notified and has approved such activity.

Periodic waste, fraud and abuse reviews on all Ames Laboratory computers and network resources will be conducted to ensure that software and the usage of the computer comply with the above.

Any unauthorized files found may be purged and misuse reported to the employee’s supervisor, ACSM and Cyber Security Manager (CSM).

**Work from Home or Alternate Sites**

Ames Laboratory employees may be eligible to work from home for a variety of reasons; e.g., critical job series, employees on maternity leave, or employees with certain medical conditions. Work from home arrangements should be coordinated with their supervisor.

**Remote Access**

Remote access can pose additional security risks, but is necessary for certain job functions. IT has access to logs and will review the logs and phone records as necessary when questions arise on the use of remote access accounts.

Users are responsible for verifying that the off-site system they are using to gain access to Ames Laboratory complies with at least the following limited baseline guidelines:

* A current virus-scanner is installed and is kept up to date,
* The system uses a supported operating system and is up-to-date, and
* Any client software which will be interacting with Ames Laboratory systems is securely configured according to vendor documents and available best practices.

**Connection to the Internet**

Most Ames Laboratory personnel have access to the Internet. Access to the Internet is managed by IT.

* For general access, a request for an IP address needs to be authorized, and system baseline configuration guides must be followed prior to accessing the network.
* For external access to an Ames Laboratory device, an Internet Accessible System Authorization form must be completed. Requestors must indicate the IP address, host name, operating system and open ports for the Internet accessible system. All system administrators must apply appropriate patches prior to external access. Periodic scans will be conducted on the externally accessible systems.
* Internal systems will be scanned daily for vulnerabilities.

**Use of Passwords**

Password features include:

* At least 8 characters in length and must include 3 or more of the following:
  + At least one lowercase letter
  + At least one uppercase letter
  + At least one numeric digit
  + At least one punctuation character
* Passwords must not contain your Net ID
* Passwords must not contain your first or last name
* New passwords must not be one you have used before
* Your password will expire in 180 days

Users must keep passwords confidential and not share passwords with anyone.

If plain text passwords must be used, for instance with FTP, Telnet, and other legacy applications, ensure that the password is significantly different from other Ames Laboratory credentials. The same precautions must be taken with passwords used on web sites, Iowa State University and other remote organizations. The Ames Laboratory password should be unique to Ames Laboratory resources only.

**System Privileges**

Users are given access to the network based on a need to perform specific work. Users are to work within the confines of the access allowed and are not to attempt access to systems or applications to which access has not been authorized.

If moderate level data shall only be accessed by AMES computing devices, moderate level data shall not be stored on personal devices (computers or external storage).

Unauthorized disclosure of patentable or proprietary data must be avoided. The data owner is responsible for ensuring that unauthorized disclosure of moderate data is avoided.

**Individual Accountability**

Users will be held accountable for their actions on the network. If an employee violates Ames Laboratory policy regarding the rules of the network, they may be subject to disciplinary action at the discretion of Ames Laboratory management. Actions may range from a verbal or written warning, removal of system access for a specific period of time, reassignment to other duties, to termination, depending on the severity of the violation.

**Restoration of Service**

The availability of the network services is a concern to all users. All users are responsible for reporting problems with network connectivity to IT (4-8348). In the event that network devices or services are not operational, IT staff can effectively address the network issue to ensure the timely restoration of services.

**Social Media/Networking Access**

* When accessing social media/networking and public websites, take all necessary precautions to protect Ames Laboratory information assets including, but not limited to, hardware, software, personally identifiable information (PII), and moderate level data from unauthorized access, use, modification, destruction, theft, disclosure, loss, damage, or abuse and treat such assets in accordance with any DOE or Ames Laboratory information handling policies.
* Professional social media/networking communication shall be in compliance with existing Ames Laboratory and DOE policies and applicable laws. Harassing, obscene, discriminatory, defamatory, or threatening language are strictly prohibited.
* Ames Laboratory employees shall use privacy settings to control access to their professional social media/networking sites to ensure only professional social media/networking communications only reach the intended audience.

**DEAR Clause Compliance**

An individual accessing the Ames Laboratory network:

* DOE employees do not have a right to nor should they have an expectation of privacy while using Government resources at any time, including when they are accessing the Internet or using email.
* Consents to permit access by an authorized investigative agency to any DOE computer used during the period of access to information on a DOE computer, and for a period of three years thereafter.

**More Information**

For more information about cyber security policies, procedures, forms, or other concerns, contact the IT office at 4-8348 or [it@ameslab.gov](mailto:it@ameslab.gov)

**The Rules of Behavior contained in this document are to be followed by all users of the Ames Laboratory network.**

**I acknowledge receipt of the Ames Laboratory Network Rules of Behavior, understand my responsibilities, and will comply with the rules of Behavior for the Ames Lab Network.**

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| Name (please print clearly |  | ISU ID Number |
|  |  |  |
| Signature of User |  | Ames Lab Employee # |
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| Date |  |  |