

BULLETIN 98 - 06**Date: June 2, 1998**

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters Staff A-546 All Field Staff	<u>Subject:</u> Information Systems Technology Team Update: #01 <u>Code:</u> 900
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PURPOSE: To transmit information to the Office of Apprenticeship Training, Employer Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) Staff on the Authorized Use/Restriction of PCS and Internet.

Attached is the first of an anticipated series of computer related information that will be provided to the BAT via the Information Systems Technology Team (IST). The IST Team wants to assist in the process of keeping our BAT associates updated on computer related information.

Since the Internet will become an integral part of our day-to-day business, the IST Team wants to share the attached information.

If in the future you come across computer related information that you think will be useful for BAT purposes, please contact the IST Team so we can share the information with our associates. Any question or comments concerning this Bulletin can be addressed to the IST Team.

Attachments

INFORMATION SYSTEM TECHNOLOGY TEAM UPDATE: #01

From: IST Team
To: ALL BAT
Date: May 1998
Subject: Authorized Use/Restriction of PCS and Internet

The Internet is an electronic network of computers throughout the world providing communication and resource sharing services to everyone. This technology already allows staff online access to administrative and other information resources, such as labor market data, federal regulations, state boards of education information, related training curriculums, etc.

Under the Department of Labor Manual Series, employees **with supervisory approval** are authorized to use DOL microcomputers for personal use during **non-working hours only**, subject to the principal limitations similar to **working hours** limitations.

Staff shall:

Use the Internet to its fullest potential to further the BAT's mission, to provide effective service of the highest quality to its constituents, to discover innovative and creative ways to use resources and improve service, and to promote staff development.

Use computing equipment, software, and network access in a manner consistent with appropriate BAT staff codes of conduct and applicable statutes of the United States Department of Labor Criminal Code; adhere to ETA/BAT policies.

Be aware of and abide by copyright and licensing laws.

Be aware of and comply with the federal and state laws regarding the release of apprentice information; sensitivity to the security/safety issues related to publishing names, addresses and pictures on the Internet is critical.

Log off the Internet as soon as finished.

Use of the Internet is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Examples of inappropriate conduct includes:

Staff shall not:

Interfere with the ability of other users to make effective use of BAT computing and network resources: i.e., applies to offices where multiple users share one account.

Use any form of obscene, harassing, racist, sexist or abusive language or behavior on-line.

Allow anyone else, including family members, to use their accounts.

Send messages using someone else's name.

Intentionally access Internet sites containing sexually explicit or hate materials.

Incur direct or indirect charges to the government.

Engage in gambling or game playing.

Engage in private for profit business activities.

Load personal software.

Access material unsuitable for public distribution in work sites, such as obscene materials.

Engage in political activities forbidden by federal rules.

Use of the Internet for unlawful or malicious activities.

RESPONSIBLE USE: ELECTRONIC DISCUSSION GROUPS (CHAT ROOMS)

Staff members who participate in electronic discussion groups should learn and abide by the rules and etiquette of those groups. Just as different groups of people vary in their expectations, the rules and etiquette may vary among discussion groups. Some general guidelines are:

Retain initial welcome messages/information files received when first subscribing to a discussion group.

Observe the conventions and particular interests of the group prior to becoming an active participant.

Use signature blocks at the bottom of electronic mail messages. Signature blocks should be short, preferably not more than six lines, and should include user's name and electronic mail address.

Add a disclaimer to the signature block. An example of the disclaimer is: These opinions expressed here are my own and do not necessarily represent those of the BAT, when not officially representing BAT, if the message could be perceived as BAT business or opinion.

Keep messages short and to the point. Generally limit messages to one subject.

Act in a professional and courteous manner. Avoid gossip and remember that statements about others may find their way back to them. Be patient with new users.

Be clear and concise. Reread messages before sending them to be sure they will not be misunderstood. Read all messages carefully before responding.

Be aware of the potential audience in any discussion group and address them accordingly.

Be careful when using sarcasm and humor. Identify intended humor with standard statements [e.g., 'only joking folks'] or with symbols [e.g.,-☺].

Use capitalization sparingly. Capitalizing long portions of communication is called "shouting" and is considered rude. *Asterisks* or _underscore_ characters_ can be used to make a strong point.

USEFUL SEARCH ENGINE TIPS

Check out the helpful hints of each search engine to narrow the search. Example when searching for labor force data, some search engines require ["labor force data"] or [labor and force and data].

Think before you enter a search word or phrase. One innocent word can land you in an undesirable site: i.e., when searching for labor force data, use the word gender opposed to sex.

When you find your site bookmark it.

CAUTIONS

Beware of downloading "Freeware" or "Shareware" products (sample products authorized by companies for 30-60 days). We do not encourage this practice. It is important that these products be deleted from the system prior to the expiration date. In most instances, the companies will bill the AGENCY (for per person usage) for license and other violations and the AGENCY will seek reimbursement from the responsible individual.

At this point in time, IST recommends that no **Cookie files** be download from the Internet. Cookies are small text files on your system, used for keeping track of settings or data for a particular Web site. Because the servers that receive your requests for Web pages have no way of knowing specifically who is making a request, they have no way of storing settings for specific users or changing the page they send based on choices a user has made on another page.

Cookies solve this problem by saving settings on your (the user's) system. When your browser requests a page, it sends the settings that apply to that page along with the request. Because your browser will only send the settings back to the server that originally created them, cookies are a very secure way of maintaining data that is specific to a particular user.

Cookies can be temporary or permanent. Your browser keeps track of temporary cookies as long as it is running, but deletes them when it is shut down. Temporary cookies are used to pass information between Web pages during a single visit. (Online shopping carts are a good example of this.)

Your browser saves permanent cookies as tiny files on your system to maintain settings or data between multiple visits. "Permanent" cookies are actually set to expire at some time in the future (commonly between 30 days and a year from their creation date), and are automatically deleted from your system at that time.

Cookies are currently the only way to save personal choices between visits to a Web page without having to log in each time you come to the page.

Please be sensitive to the fact that misuse of Internet resources could have a significant impact on BAT's credibility and reputation with the public and other arms of the government, a fact which could impair its ability to accomplish its mission, and could even jeopardize its future.