



INFORMATION TECHNOLOGY POLICY

ADOPTED BY THE GOVERNING BOARD
OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: XX/XX/XXXX
RESOLUTION # 200X-XXXX

DISTRICT CLERK'S OFFICE

Chapter 130 INFORMATION TECHNOLOGY

Article I IN GENERAL

Division N/A

Sec. 130-1. Definitions.

For the For the purpose of this chapter, the following words and terms shall have the meanings respectively ascribed:

Analog means a voice transmission mode that is not digital in which information is transmitted in its original form by converting it to a continuously variable electrical signal.

Asset means a resource or item with a purchase value of \$500 ~~\$500~~ \$1,000 or greater.

Authentication means a function controlling access and transactions between computer systems to validate information or the identities of users, terminals, computers, and peripheral devices.

Authorized Access means approved permission to approach, view, communicate with, store data in, retrieve data from, or otherwise make use of IT resources.

Backup means files copied from the hard disk to another destination, such as floppy disks or magnetic tape, for the purposes of recovery, safekeeping, archiving or data transfer.

Cable modem is an external device that provides connectivity via a cable connection. Instead of establishing an Internet connection through a telephone wire, a connection is established through a cable network (the same source as your cable TV connection). Cable modems translate radio frequency (RF) signals to and from the cable plant into Internet Protocol (IP), the communications protocol spoken by all computers connected to the Internet.

Challenge Handshake Authentication Protocol (CHAP) is an authentication method that uses a one-way hashing function.

Computing Resources means all computing equipment, stationary or mobile, used to create data or access data stored in databases or files, including hardware and software.

Confidential Information means data, documents or any other material maintained by the District that is exempt from disclosure under state and, in some instances, federal law.

Copy, in terms of information technology systems and resources, may mean a duplicate instance of software files or data or the result of transferring or duplicating software files or data from one medium to another.



INFORMATION TECHNOLOGY POLICY

ADOPTED BY THE GOVERNING BOARD
OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: XX/XX/XXXX
RESOLUTION # 200X-XXXX

DISTRICT CLERK'S OFFICE

Copyright means an exclusive right to an original work set in a tangible, reproducible medium or expression.

Daemon is a process lurking in the background, usually unnoticed, until something triggers it into action.

Data Link Connection Identifier (DLCI) is a unique number assigned to a Permanent Virtual Circuit (PVC) end point in a frame relay network. DLCI identifies a particular PVC endpoint within a user's access channel in a frame relay network, and has local significance only to that channel.

Dial-in Modem is a peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus the name "modem" for modulator/demodulator.

Digital Subscriber Line (DSL) is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).

Direct Inward Dial (DID) is an analog circuit intended for use with voice or data. DID circuits allow inward directed calls to reach a specific extension without human intervention.

Direct Outward Dial (DOD) is an analog circuit intended for use with voice or data. DOD circuits enable the extension users to dial directly outside the system without human intervention.

Download means to transfer data or programs from a central computer to a peripheral computer or device.

Dual Homing means having concurrent connectivity to more than one network from a computer or network device.

E-mail means electronic mail, electronic messages or information sent through the District information technology network or over the Internet to specified addressees.

Encryption means the conversion of clear data and data files into enciphered (concealed meaning) data.

End User/User Group means the person or group for whom a hardware or software product is designed or designated for use.



INFORMATION TECHNOLOGY POLICY

ADOPTED BY THE GOVERNING BOARD

OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: XX/XX/XXXX

RESOLUTION # 200X-XXXX

DISTRICT CLERK'S OFFICE

Firewall means a set of related programs located at a network gateway server that protect the resources of a private network from users of other networks. District users may access the wider Internet while the firewall prevents external access to the District's intranet, the IWEB.

Frame Relay is a method of communication that incrementally can go from the speed of an ISDN to the speed of a T1 line. Frame Relay has a flat-rate billing charge instead of a per time usage. Frame Relay connects via the telephone company's network.

Hardware means the physical inventory of IT resources.

Inappropriate Content is a subject matter in written or graphical form that can be construed as harassing or intimidating, debasing, defamatory, discriminatory, racist or racially motivated, threatening or derogatory in nature, including but not limited to such topics as race, sex, sexual orientation, age, religion, politics, national origin, disability or any other legally protected status.

Infrastructure also means IT infrastructure, which is the data communication networks connectivity software, and hardware, database systems, computing platforms, application development tools, security hardware and software, and other components that support the District's technology systems and the services that support and are supported by these systems and tools, including: Client Services (Help desk/Service Requests, Planning and Administration, Geographic Information Systems, Web Support, Management Information Support, Technical Support, Network Systems, and Systems Administration.

Intellectual Property can be divided into four categories: (1) copyrights; (2) trademarks; (3) trade secrets, (4) patents.

Integrated Services Digital Network (ISDN) is a wide area network (WAN) oriented data communication service provided by telephone companies. ISDN is unique among WAN services in that it provides access both to the circuit switched public switched telephone network and to packet switched services, such as X.25 and frame relay. ISDN utilizes digital local facilities and provides out-of-band signaling capabilities.

Internet Service Provider (ISP) is a company that provides Internet access to individuals, organizations and businesses.

IPSec VPN is a method of access requires the use of client side application to negotiate and setup the secure virtual network connection between two end points. Commonly referred to by just VPN,



INFORMATION TECHNOLOGY POLICY

ADOPTED BY THE GOVERNING BOARD
OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: XX/XX/XXXX
RESOLUTION # 200X-XXXX

DISTRICT CLERK'S OFFICE

IT Infrastructure means the information resources and facilities needed for the function of District technology systems.

IT Resources means the systems or supporting infrastructures relating to or used by information technology equipment, including telecommunication devices, telecommunication services, equipment or interconnected systems used in the development, automatic acquisition, storage, display, manipulation, management, transmission or reception of data.

Note: Usage of some IT resources or telecommunication devices, although not owned by the District, may also be governed by this policy (e.g., any device utilizing the District telecommunications infrastructure.)

Logical Security means restricted electronic access to computers, networks, software and/or peripheral equipment. Also: The capability for the prevention of electronic access to computers, networks, software and/or peripheral equipment.

Maintenance means an activity providing for the operational upkeep of District systems and services.

Meta Data means information about data—the underlying facts or description of the data itself.

Pager means a wireless messaging unit.

Private Branch Exchange (PBX) is a private telephone network used within an enterprise. Users of the PBX share a certain number of outside lines for making telephone calls external to the PBX.

Production Systems means the computer, network, telephone and voicemail systems; IT applications, server, database, microwave, radio, and network environments; and any other information resources supporting the real-time performance and operations of the communications infrastructure.

Public Records Request means requests for documents that are subject to Public Records Law, Chapter 119, Florida Statutes.

Reasonable Incidental Use means infrequent and brief personal connection and use of a District resource.

Remote Access means any access to the District's corporate network through a remote connection medium that establishes communications between the remote device and a District IT resource.

Resource means any HTML document or other item or service available via the web. Resources are what URLs point to.



INFORMATION TECHNOLOGY POLICY

ADOPTED BY THE GOVERNING BOARD
OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: XX/XX/XXXX
RESOLUTION # 200X-XXXX

DISTRICT CLERK'S OFFICE

Secure Socket Layer Virtual Private Network (SSL VPN) is a secure method of remote access the leverages the use of a common Web browser to gain access or connectivity to the District's network.

Software means computer programs and applications existing as data files on a computer hard drive or network and their peripheral accessory files.

Software License means a license agreement governing the authorized use of software, including but not limited to: individual (single copy) licenses, shareware, freeware, bulletin board or demonstration software licenses, which may be available in the public domain, software upgrades, and font licenses.

Split-tunneling is simultaneous direct access to a non-District network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into the District's corporate network via a VPN tunnel.

Telecommunication Devices means telephony (receiver) sets, wireless telephones, pagers, radios, personal communication devices (e.g., personal digital assistants), laptops/PCs, video conferencing devices, facsimile machines, etc., with on-site or remote access to District telecommunications systems and data.

Telecommunication Services means wireless phone service carriers, LAN/WAN equipment and facilities, voice (telephone) service carriers (local and long distance), microwave network equipment and facilities, computer data, ~~telecommunication services~~, etc.

Telnet is client software that allows a user to login from a local desktop computer to a remote server and use its resources, providing the remote server is running a Telnet daemon.

Token is an object that represents something else, such as another object (either physical or virtual). A security token is a logical or physical entity, such as a special smart card, that together with something that a user knows, such as a PIN, will enable authorized access to a computer system or network. Currently, SFWMD uses Defender tokens for remote access authentication.

Users means District employees, the Governing Board, temporary staff and contractors engaged to conduct business on the District's behalf, and in some cases, the general public, using or accessing District IT resources.

Virtual Card (V-Card) means a virtual business card, also referred to as a "signature file" attached to electronic mail messages to supply detailed information about the message sender. V-Cards may include the sender's name, organizational affiliation, title, phone number, e-mail address and other



INFORMATION TECHNOLOGY POLICY

ADOPTED BY THE GOVERNING BOARD

OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: XX/XX/XXXX

RESOLUTION # 200X-XXXX

DISTRICT CLERK'S OFFICE

pertinent contact information. They are available as a feature of ~~Netseape Communicator~~ [Microsoft Outlook](#) as “personal cards”.

Virtual Private Network (VPN) is a private connection between two systems or two groups of systems that sends private data traffic over a shared or public network, like the Internet.

Wireless Telephone means a mobile, wireless telephone.

Work Products means all results of work performed, including documents, technical reports, research notes, scientific data, computer and source and object code, processes, designs, formulae, techniques, work in progress, etc., in draft and final form.

Works-Made-For-Hire means work products resulting from the obligation of employment or requirements under a contract or agreement to perform work.

(R.M. No. 61)

Cross references: Definitions and rules of construction, 100-2.

Secs. 130-2—130-22. Reserved.