

## MEMORANDUM

**TO:** Governing Board Members

**FROM:** Sandra Close Turnquest, Deputy Executive Director, Corporate Resources

**DATE:** March 13, 2008

**SUBJECT:** Amendments to Articles I and II, deletion of Article III, and adopt "Security" and "Remote Access Security" as Articles for inclusion in Chapter 130 Information Technology Policy

### **Background**

The Governing Board has adopted policies and procedures to provide guidance to South Florida Water Management District (District) staff. These policies and procedures were revised and updated in the past to reflect new technology innovations, and changes in Information Technology (IT) security strategic direction.

Staff is requesting that the Chapter 130 Information Technology Policy be revised as follows:

- (1) Chapter 130 Article I – "Definitions" includes definitions for "authentication", "backup", "end user/user group", "firewall", "hardware", "logical security", and "reasonable incidental use" and other definitions as appropriate.
- (2) Chapter 130 Article II -- "Acceptable Use of Information Technology and Telecommunications" incorporates "no guarantee of privacy" and "reasonable incidental" personal use of IT resources language, and other revisions and updates as appropriate for consistency purposes.
- (3) Chapter 130 Article III-Electronic Mail (e-mail) deletes as policy under Article III and incorporates as a District Procedure
- (4) Incorporate "Security" and "Remote Access Security" as new articles under Chapter 130.

### **How this helps meet the District's 10-year Strategic Plan:**

It is imperative that the Governing Board adopt clear and consistent IT policies and procedures in support of security elements referenced in the District's 10 year -Strategic plan

### **Funding Source:**

Policy and procedure changes do not have a direct funding impact

### **This Board item impacts what areas of the District, both resource areas and geography:**

This item will impact all District resources, resource areas and geography.

### **What concerns could this Board item raise?**

The governing board may be concerned that employees could potentially abuse the "reasonable incidental" personal use policy, but managers will be made aware of this policy. The employees will be aware of the importance of adhering to this policy because it will be communicated to all employees through several different media, including Freddy's Flash, All Groups messages and as a discussion topic in departmental staff meetings.

### **Why should the Governing Board approve this item?**

Clarifying, updating, and making the IT Policies and Procedures referencing IT security uniform will aid the District in providing clear guidance for compliance with IT security controls.