

### ***Computers***

Basic Training recruits are provided access to a computer lab for completion of work assignments. Recruits may choose to bring a laptop or desktop for their use while in training. If a recruit chooses to bring a computer, there are specific requirements for usage (follows).

# Department of Criminal Justice Training

## Computer Use Policy Agreement

June 12, 2008

### ATTENTION-WARNING

The Department of Criminal Justice Training utilizes software that **MONITORS ALL USAGE OF ITS COMPUTER SYSTEM**. In the past, DOCJT recruits and trainees have had disciplinary charges brought against them for violation of the computer policies. **PENALTIES IMPOSED HAVE INCLUDED SUSPENSION, AND EVEN EXPULSION FROM TRAINING FOR UP TO FIVE (5) YEARS. YOUR FAILURE OR WILLFUL REFUSAL TO READ AND UNDERSTAND THE POLICIES ON ACCEPTED USE OF THE INTERNET SHALL NOT CONSTITUTE A DEFENSE IF YOU VIOLATE THE POLICIES AND DISCIPLINARY CHARGES ARE BROUGHT AGAINST YOU.** If you have any questions or concerns about any of the computer policies, please contact your class coordinator or a member of the DOCJT Computer Section.

### DOCJT Policy on Residential Use of Computing Resources

The Department of Criminal Justice Training (DOCJT), as authorized by the Commonwealth Office of Technology (COT), provides computing resources and worldwide network access to members of the DOCJT electronic community for legitimate law enforcement, academic and administrative pursuits to communicate, access knowledge, and retrieve and disseminate information. All members of the DOCJT community (instructors, staff, students, recruits and authorized guests) sharing these resources also share the rights and responsibilities for their use. The Department of Criminal Justice Training functions under the following related C.A.L.E.A. Standard, Commonwealth Office of Technology and DOCJT Policies:

- C.A.L.E.A. Standard: 8-3-4: Acceptable Use of the Internet
- COT Policy: CIO-060; Acceptable Use of the Internet
- DOCJT Policy: 2001-003; Acceptable Use of the Internet
- DOCJT Policy: 1999-002; Copyright and Plagiarism
- DOCJT Policy: 1999-023; Computer Virus Protection

Please visit (insert *Link Here*) to view DOCJT's and COT's complete computing and Information Systems Policies.

### Residential Network Acceptable Use Policy Agreement

## General Guidelines

The DOCJT Computer Use Policy Agreement binds users of computing or communications resources at the Department of Criminal Justice Training. The following information pertains to the Department of Criminal Justice Training (DOCJT), Residential Network Services (ResNet) and establishes policies and guidelines specific and unique to DOCJT residential computing. ***By connecting to the residential network and logging on with a valid DOCJT ID and password, each user understands and agrees to abide by these guidelines.***

Every computer or network device on the residential network will be subject to the Cisco Network Admission Control (NAC) Appliance and the Websense content filtering software. The Department of Criminal Justice Training filters and retains all Internet traffic of every user on the residential network. Personal email accounts, (i.e. yahoo, hotmail, AOL and gmail), are considered to be private and not filtered by Websense.

Every computer on the residential network is considered the personal property of the resident user. The DOCJT Computer Section is not responsible for the upkeep, maintenance or repair of your personal computer. The DOCJT Computer Section personnel will not physically enter your dorm room, examine, configure, repair or touch your computer or laptop. Computer Section personnel will enter your dorm room to repair or test the residential network cabling and/or connections. The dorm attendant will provide you with the following:

- 15' orange network cable to connect your computer to the network wall port. (return cable when you check out)
- DOCJT login name and password.
- Detailed instruction handout explaining with illustrations how to configure your computer and connect to the residential network.

Currently, the DOCJT residential network only supports the following computer Operating Systems:

- Windows 2000
- Windows XP
- Windows Vista
- Linux
- Mac OS X

Policies  
Responsibility

Residential users are responsible for all traffic originating from their personal computer, including user activity, regardless of whether or not:

- They generated it;
- They know what they are doing, and/or;
- They realize that they have violated any specific policies.

It is **REQUIRED** that all computers on the residential network;

- Have the Cisco NAC client, Anti Virus Protection that is updated (**AVG will be provided by DOCJT free of charge**) and the latest Microsoft security updates (Windows operating systems only);
- Is properly logged onto the network; and
- Has an IP Address assigned by DOCJT residential network system.

Cisco NAC is about having "virus free computers" on the DOCJT residential network. If anyone intentionally masks any computer to look like a different operating system, for the purpose of bypassing the Cisco NAC security features, the computer and user will immediately be banned from the network. This type of activity or behavior could result in disciplinary action.

It is **RECOMMENDED** that all computers on the residential network that are running Windows operating systems have the following:

- An updated version of Microsoft's free Anti Spyware program for the removal of spyware.
- Enable windows Personal Firewall to protect the computer.
- Change the Administrator Account to another name and use a strong password with both numbers and letters.
- Disable the Guest Account.

### Registration

Registration is an automatic process where all users will be directed to a simple log on screen. Users must log onto the network using their assigned ID and Password. If you do not have an authorized ID, you must contact the dorm attendant at the Thompson Hall resident dormitory to activate your account. Any non-browser devices capable of connecting to the DOCJT residential network are not allowed. Examples of non-browser devices: Xboxes, Tivo, Nintendo Wii, Play Stations, Satellite Receivers, Netflix Players and other similar devices.

## Use of IP Addresses

All IP addresses within the residential network are assigned through an automatic process. IP addresses are dynamic, and are subject to change without any prior notice. Residents should have no expectation that their IP address will remain the same for any length of time. Under no circumstances may computers be configured with a static IP address. Using an IP address that you have not been assigned is grounds for losing your network privileges and immediate disconnection without notice. Additionally, users may not mask the hardware address of their machines. Any computer that is found with a masked hardware address, or consisting of all zeros will be disconnected until it is reconfigured.

## Hacking and Port Scanning

Any unauthorized attempt to access another computer is considered hacking. It doesn't matter whether the computer being hacked into is on or off the DOCJT campus. Any report received by the Commonwealth Office of Technology (COT) or the DOCJT Computer Section that a computer on the DOCJT residential network attempted to hack into or scanned the ports of another will result in the immediate disabling of the network connection until the matter is resolved. Port scanning is considered by the vast majority of network administrators to be a "hostile" act and a precursor to an actual hacking attempt. In light of the recent rash of highly publicized incidents by the news media, it should be remembered that network administrators are tracking attempts to hack into their systems, and report those attempts immediately to COT and DOCJT network administrator.

## Security

Residential users are completely responsible for the security and integrity of their systems. In cases where a computer is "hacked into", it is recommended that the system be either shut down or be removed from the DOCJT resident network as soon as possible in order to localize any potential damage and to stop the attack from spreading. In such cases, if the owner cannot be contacted in a reasonable time the DOCJT network administrator reserves the right to disable the network connection. Once the owner is made aware of the situation and agrees to take reasonable steps to ensure that the computer is not compromised, network privileges may be restored.

Any computer with shared drives or directories that are pass-worded are considered private, even if others that do not own the computer know the password. Accessing pass-worded directories without the express permission of the owner is considered hacking, and may result in permanent loss of network privileges.

### Server Services

DOCJT's residential network is designed as a CLIENT network, and as such the use of servers will be aggressively controlled. Computers running any type of server that uses excessive bandwidth will be immediately disconnected from the network. Examples of server services include, but are not limited to: Peer-to-Peer services (Ares, BitTorrent, Gnutella, Kazaa, DC++, Filetopia, etc) Web or IIS; FTP; Shoutcast; WAREZ; Chat; Gaming servers; and mIRC chat servers, including file servers.

### Music, Movies, Software and other Copyrighted Files

It is common knowledge that many users are copying and illegally distributing copyrighted songs and movies. Please be aware that this activity is a violation of the Federal Copyright laws and you could be arrested and prosecuted in a criminal case or sued in a civil case. The Department of Criminal Justice Training in no way condones or encourages this illegal activity and will take action to terminate residential network privileges of any resident breaking DOCJT regulations and State or Federal laws. Websense, the DOCJT content filtering system, is designed to quickly identify, shutdown and stop this type of activity.

DOCJT will cooperate completely with any criminal investigation regarding these matters. Please be aware that according to copyright law, you do not need to be making a profit to be prosecuted for distributing copyrighted materials such as these Music, Movie and Software files.

### Routers and DHCP Servers

Hubs, Switches, Routers, Wireless Routers, Wireless Access Points and DHCP servers are not allowed on the residential network. Wireless access is not currently available on the DOCJT residential network.

### Network Traffic and Bandwidth

Connections to the residential network are provided to allow students and recruits to fully participate in the legitimate educational and research missions of the Department of Criminal Justice Training. Unfortunately, it may not always remain feasible to provide unlimited connectivity for systems that are not strictly serving the DOCJT missions. Because of this possibility, we reserve the right to regulate the flow of traffic on the residential network to ensure that all users receive a fair and equitable use of bandwidth. This may include Traffic Shaping, limiting or blocking certain types of network traffic. The DOCJT may also request that users reduce the amount of traffic being caused by their service, or where necessary, to remove such systems from the residential network. In all but

extreme cases, we will attempt to contact the owner of the system before removing it from the network.

### Misconfigured Services or Virus Infected Computers

There may be times when a computer is unintentionally misconfigured or infected with a virus that causes problems on the network. In order to preserve the best service possible for the majority of the users, every infected computer will be disconnected from the network immediately. We will attempt to notify the owner of the system that the computer has been disconnected and explain why.

Computers will be allowed back onto the network after the owner notifies the DOCJT Computer Section that they have reconfigured the computer or removed the virus and resolved the problem. Any computer that is infected a second time may be disconnected for two days, and subsequent infections may result in being disconnected permanently.

### Commercial Use

Under no circumstances will any individual be permitted to use their network connection or computing privileges for commercial purposes. You may not advertise any commercial products. Any commercial use of DOCJT facilities is explicitly prohibited and is grounds for loss of residential network privileges. Any computer that provides services for a commercial operation (e.g. a web site selling commercial products), provides services of a commercial nature (e.g. provides web services to Non-university users, whether or not a fee is charged), or has a domain name with a commercial designation (currently .COM or .NET) is explicitly prohibited from the DOCJT residential network.

### Anonymous Mailers and Spam Zombies

Anonymous mail forwarders are prohibited. Running an anonymous mail forwarding service is grounds for removal from the residential network. This includes computers that have been hacked into and are being used as spam zombies.

### Intentional Abuse

Systems found to be intentionally running programs that disrupt network activity or attack specific computers on the network will be subject to immediate removal and disciplinary action.



# Department of Criminal Justice Training

## DOCJT ResNet FAQ's (Frequently Asked Questions)

### **How do I get set up for a network connection?**

See the Dorm Attendant to obtain a DOCJT ResNet Username and Password, and Follow the simple instructions in configuring your computer guide to establish the connection.

### **What does Residential Network Services provide?**

The data connection in your room gives you direct access to the Internet from your personal computer. With it you can use electronic mail, and the World-Wide Web via browsers such as FireFox and Internet Explorer. We provide this access at speeds significantly faster than a modem, and there is no need to tie up a phone line. Access is immediate; no additional Internet Service Provider (ISP) is needed.

### **Does the Residential Network require special software?**

**YES.** Because of virus infected computers, we **require** all users to authenticate before connecting to the network. Furthermore, we require all Windows machines to download and run our new Cisco Network Admission Control Appliance. This will help both the DOCJT Computer Section staff and the student to keep his/her computer clean and free of viruses, trojan horses and worms. If your computer is not up to date, you will be directed to the correct web site where you can download the necessary updates, including anti-virus software, updated virus definitions, and Windows security updates.

Assuming you meet the minimum support requirements for DOCJT ResNet, then your operating system software, along with any software that might have come with your network card, will provide the drivers you need to connect to the Internet. Beyond that, all you need is your choice of software to access the Internet.

### **Do I need a Virus Checking Program?**

**YES!** DOCJT Resnet provides a Windows version of AVG **free of charge** to any resident that needs an Anti-Virus program. If you are running a Windows machine, it is **required** that you install, and keep updated, a reliable anti-virus program such as AVG or McAfee. The most common reason for students being disconnected is because they are not running an anti-virus program, and their computer gets infected. Once it is infected, then it will attempt to infect others, so we have no choice but to disconnect it. Keeping your computer anti virus program updated will not only help you, but keep hundreds of other residents from being infected.

### **What Anti-Virus Programs are supported?**

Any McAfee, Symantec, Trend Micro, or AVG software is supported and approved.

### **Where can I get the free AVG Anti-Virus Software.**

The free AVG software can be obtained after you log on to the Cisco NAC client and your computer is scanned. Once the Cisco NAC client detects that you do not have a supported Anti-Virus Software installed you will be given a link to download the software.

### **My computer got infected with some kind of virus or worm and it sends spam. Can you come to my room and fix it?**

Unfortunately, no. It is the responsibility of each resident to keep their computer passworded, virus free, and up to date.

### **How often will I have to log in and be validated by the Cisco NAC client ?**

We have configured the validation timer for every 7 days, early Sunday morning. This means that all previously certified "Clean Machines" will need to be revalidated to ensure that all updates for the past week have been downloaded and installed.

**I noticed that the wall jack in my room is broken and hanging out of the wall. Can you come to my room and fix it?**

Yes, any part of our network that is broken we will fix. This means all our equipment and connections from the wall jack out. We can even test your Ethernet cord to see if it is working properly.

**What is Windows Automatic Updates and why should I use it?**

Windows Update is an important function that Microsoft provides to keep your Windows operating system and other programs updated. This feature must be turned **ON**, and whenever you are notified that an update is available, we ask that you immediately download and install the update. Our new Cisco NAC system will alert you when updates are available for both Windows and many anti-virus programs, so you will always have the most protected computer possible.

**What is "BANDWIDTH" and why is it important?**

Bandwidth refers to the amount of information that can flow across the network. Most residents use very little bandwidth as they browse the web, send e-mail and download an occasional file.

**Is our bandwidth controlled now?**

Yes, Residents have 768Kbps Download and 128Kbps Upload speed. This is to provide fair and equitable amount of bandwidth for all residents.

**Can you tell what web sites I visit and read my e-mail?**

All Internet traffic is filtered and recorded through our Websense Filtering Servers. **DOCJT does not filter or read personal emails.**

**What does my network connection cost?**

There are no additional charges for using this service.

**Who can connect?**

Every resident. All you need is a valid DOCJT ResNet Username and Password and an up-to-date computer!

**Can two computers be connected to the same wall jack in a Residence Hall room?**

No, we do not allow outside routers, switches, or wireless access points to be used in the rooms. Only one Computer per Wall Jack is allowed. If you are caught using one your DOCJT ResNet will be disconnected until the equipment is removed.

**I notice that there are data jacks in study rooms and common areas. Can I plug my laptop into these?**

No, DOCJT ResNet is only available in the DOCJT dorm rooms.

**Once I am online, can I use peer-to-peer software to download such as Kazaa, Emule, Bittorrent etc...**

**No**, we do not allow any use of peer-to-peer software. Any Attempt to use peer-to-peer software will be blocked and recorded through our Websense Filtering Servers.

**Once I am online, can I set up my computer as a WEB or FTP Server?**

No, we do not allow any Web, FTP, or any other kind of server to be running. If you are caught using one your DOCJT ResNet will be disconnected until the matter is resolved.

**I used a new phone cord to connect my computer to the ethernet jack on the wall, why can't I get online?**

Phone cords do not work. You must have an ethernet cord. They are available at the DOCJT Dorm Desk. An ethernet cord is wired differently than a phone cord.

**Why won't my new wireless laptop connect in the dorms?**

DOCJT ResNet does not offer wireless networking at this time. Plans are not being made at this time for future installations of wireless.

**Does DOCJT ResNet have an office or place that I can go to for network help?**

Yes, Please Report any problems with wall jacks or network problems to the DOCJT Dorm desk. Any part of our network that is broken we will fix. This means all our equipment and connections from the wall jack out. We can even test your Ethernet cord to see if it is working properly. A reminder that it is the responsibility of each resident to keep their computer passworded, virus free, and up to date.