ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1370.79A

10/12/99

SUBJ: INTERNET USE POLICY

1. **PURPOSE.** This order establishes agencywide Federal Aviation Administration (FAA) policy on the appropriate use of the Internet, which includes electronic messaging.

2. **DISTRIBUTION.** This order is distributed to the office level in Washington headquarters, division level in the regions and centers, with a standard distribution to all field offices and facilities.

3. **CANCELLATION.** Order 1370.79, Internet Policy, dated November 8, 1996, is canceled.

4. **EXPLANATION OF CHANGES.** The FAA encourages and supports the use of the Internet to further the agency's mission. This revision:

a. Establishes the agency policy on authorized use of the Internet, including information on limited personal use of the Internet.

b. Provides information on unauthorized use of the Internet.

c. Provides information on security when using the Internet.

d. States that employee use of the Internet is subject to monitoring by the agency.

e. Contains new responsibilities for the Office of Information Services and Chief Information Officer, Office of Acquisitions, Office of Personnel, Office of the Chief Counsel, and all FAA managers and supervisors.

f. Requires the Internet interface points (Washington headquarters, Mike Monroney Aeronautical Center, Western-Pacific Region, and the William J. Hughes Technical Center) to post a notice to Internet users.

5. **SCOPE.** This policy applies to all FAA employees and contractors accessing the Internet using FAA resources.

6. **POLICY.** FAA Internet resources shall be used within prescribed mandates, laws, and restrictions to improve information dissemination and to support business transactions.

a. Use of the FAA Internet Resources. FAA Internet resources shall be available only for authorized activities, as detailed in this paragraph.

(1) Authorized Use - FAA Internet resources shall be used:

(a) For valid work requirements (e.g., exchange of information that supports the FAA mission, goals, and objectives; job-related professional development for FAA management and staff; access to scientific, technical, and other information that has relevance to FAA; and business-related communications with colleagues in Government agencies, academia, and industry).

(b) For limited personal use (e.g., brief communications or Internet searches), provided such use does not:

1 Interfere directly or indirectly with FAA computer or networking services;

2 Burden FAA with additional incremental cost;

3 Interfere with an FAA user's employment or other obligations to the Government;

4 Reflect negatively on the FAA or its employees; or

5 Violate any Federal or FAA rules, regulations, or policies.

(2) Unauthorized Use. Improper use of FAA Internet resources includes:

(a) Using the Internet for any purpose that violates the law or FAA rules, regulations, and policies;

(b) Concealing or misrepresenting user identity or affiliation in electronic messages;

(c) Accessing or altering source or destination addresses of e-mail;

(d) Interfering with the supervisory or accounting functions of computer resources, including attempts to obtain system privileges unless authorized by system owners;

(e) Propagating chain letters, broadcasting inappropriate or unsolicited messages (e.g., non-business matters) to lists or individuals, and comparable resource-intensive unofficial activity;

(f) Using FAA Internet resources for any commercial purpose, for financial gain (including gambling), or in support of outside individuals or entities;

(g) Seeking, viewing, transmitting, collecting, or storing vulgar, abusive, discriminatory, obscene (including sexually explicit or pornographic materials), or harassing messages or material;

(h) Attempting to libel, slander, or harass other users;

(i) Posting to external newsgroups, bulletin boards, or other public forums, unless it is a business-related requirement, closely related to the employee's area of expertise, and appropriate office approvals have been obtained;

(j) Engaging in matters directed toward any unauthorized fundraising, lobbying, or partisan political activities;

(k) Interfering with legitimate Internet service of any authorized FAA user; and

(l) Representing the agency in an official capacity when not authorized to do so.

b. Conduct on the Internet by FAA Users. Standards of ethical conduct and appropriate behavior apply to the use of FAA computer networks, including the Internet. All FAA users shall conduct activities on the Internet with the same integrity as in face-to-face business transactions.

c. Internet Security – All FAA users shall take appropriate measures to comply with FAA Order 1370.82, FAA Information Systems Security Program, which is currently in draft and will replace Order 1600.54B, FAA Automated Information Systems Security Handbook, to preclude security risks such as viruses and unauthorized disclosure of sensitive information. FAA users, managers, and administrators using FAA Internet resources shall receive initial and periodic security awareness training appropriate for use on the Internet.

d. Internet Banner – The following notice is the FAA standard banner and should be presented to FAA users in 14-pitch font for at least 30 seconds or until action is taken by the user accessing the Internet through the FAA-provided Internet interface points (Washington headquarters, Mike Monroney Aeronautical Center, Western-Pacific Region, and the Williams J. Hughes Technical Center).

****WARNING**WARNING**WARNING****

This is a Federal Aviation Administration (FAA) computer system. FAA systems, including all related equipment, networks, and network devices (specifically including Internet access) are provided for the processing of official U.S. Government information. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

****WARNING**WARNING**WARNING****

e. Management and Administration of FAA Internet Activities. Use of FAA Internet resources shall be managed in a manner that is consistent with good customer service principles, employs sound business practices, and effectively represents the best interests of the FAA.

(1) Monitoring of Internet Usage. FAA users must be aware that they have no expectation of privacy while using any Government-provided access to the Internet. Employee Internet and electronic messaging activities may be subject to monitoring, recording, and periodic audits to ensure that the system is functioning properly and to protect against unauthorized use.

(2) Usage Statistics. As a management function, evaluation of site usage data (log files) is a valuable way to evaluate the effectiveness of websites. However, collection of data from publicly accessible sites for undisclosed purposes is inappropriate. There are commercially available software packages that will summarize log file data into usable statistics for management purposes, such as the most/least requested documents, type of browser software used to access the website, etc. Use of this type of software is appropriate, as long as there is full disclosure as specified in the privacy and security notices and as long as there is compliance with records management storage and disposal requirements.

Appendix 1, Privacy Notice, contains information about how personal information is handled when a person visits the FAA website. Appendix 2, Key Government Guidance with Potential Internet Impact, contains information on compliance with Federal regulations.

(3) User-Identifying Collection Methods for Public Websites. In accordance with Appendix 1, Privacy Notice, it is prohibited to use methods that collect user-identifying information such as extensive lists of previously visited sites, e-mail addresses, or other information to identify or build profiles on individual visitors to the FAA public website. It is permissible to collect or store non-user-identifying information; however, users shall always be notified of what information is collected or stored, why the information is being collected or stored, and how that information is being used.

(4) Compliance with Applicable Laws, Regulations, etc. A number of requirements contained in laws, regulations, Executive orders, and FAA orders guide FAA Internet use (appendix 2). FAA organizations shall ensure that FAA users comply with applicable Federal and departmental requirements.

(5) Decisional Authority. Each office that reports directly to the Administrator shall designate one or more person(s), at the Director level or below, as accountable for making day-to-day decisions about Internet site development, maintenance, content, consistency and/or linkage with other Internet sites, and infrastructure investments. The person(s) designated by the office shall be responsible and accountable for sites developed and supported by that office. Appendix 3, FAA Disclaimer and Liability Notice, contains information on liability and censorship of information.

7. RESPONSIBILITIES.

a. The Office of Information Services and Chief Information Officer is responsible for developing agency policies and procedures for Internet use.

b. The Office of Acquisitions is responsible for the management and maintenance of the FAA website and establishing the linkages from the FAA public website to other official websites.

c. The Office of Personnel is responsible for providing a copy of this order to each new employee during orientation.

d. All FAA managers and supervisors are responsible for providing their employees with a copy of this order and ensuring proper use of the Internet.

e. The Office of the Chief Counsel shall incorporate Internet use into the Ethical Conduct and Financial Disclosure Program.

Jane F. Garvey
Administrator

APPENDIX 1. PRIVACY NOTICE

This appendix contains information for those who visit the FAA website. The appendix explains that FAA does not collect personal information about people who visit our website unless they choose to provide this information to us. The appendix serves to provide notice that FAA does collect and store certain information automatically. Here is how we handle information about your visit to our website.

What We Collect and Store Automatically

If you do nothing during your visit but browse through the website, read pages, or download information, we will gather and store certain information about your visit automatically. This information does not identify you personally. We automatically collect and store only the following information about your visit:

1. The Internet domain (for example, "xcompany.com" if you use a private Internet access account or "yourschool.edu" if you connect from a university's domain) and Internet Protocol (IP) address (an IP address is a number that is automatically assigned to your computer whenever you are surfing the Web) from which you access our website;
2. The type of browser and operating system used to access our site;
3. The date and time you access our site;
4. The pages you visit; and
5. If you linked to our website from another website, the address of that website.

We use the information we collect to count the number and type of visitors to the different pages on our site and to help us make our site more useful to visitors like you.

If You Send Us E-mail

You may choose to provide us with personal information, as in e-mail with a comment or question. We use the information to improve our service to you or to respond to your request. Sometimes we forward your e-mail to other Government employees who may be better able to help you. Except for authorized law enforcement investigations, we do not share our e-mail with any other outside organizations.

Links to Other Sites

Our website has many links to our partners, especially other Federal agencies. In a few cases, we link to private organizations. When you link to another site, you are no longer on our site and are subject to the privacy policy of the new site.

APPENDIX 2. KEY GOVERNMENT GUIDANCE WITH POTENTIAL INTERNET IMPACT

This appendix contains public laws, Executive orders, Federal regulations, and orders that apply to the use of the Internet.

1. Americans with Disabilities Act of 1990 (42 USC 12101 note).

2. Computer Fraud and Abuse Act of 1986 (18 USC 1001 note, 1030).

3. Computer Security Act of 1987 (15 USC 271 note, 272, 278g-3, 278g-4, 278h; 40 USC 759, 759 note).

4. Electronic Communications Privacy Act of 1986 (18 USC 1367, 2232, 2510, 2510 notes, 2511 to 2521, 2701, 2701 note, 2702 to 2711, 3117, 3121, 3121 note, 3122 to 3127).

5. Federal Advisory Committee Act (5 USC Appendix II).

6. Federal Records Act (44 USC Chapters 29, 31, 33, and 35).

7. Freedom of Information Act (5 USC 552, 552 notes).

8. Paperwork Reduction Act of 1995 (5 USC Chapter 35).

9. Privacy Act of 1974 (5 USC 552a, 552a note).

10. Section 508 of the Rehabilitation Act of 1973 (as amended by the Workforce Investment Act of 1998 (29 U.S.C. 794d)).

11. OMB Circular A-130, Management of Federal Information Resources, 61 FR 6428 (February 20, 1996).

12. Executive Orders 12674 and 12731, Principles of Ethical Conduct of Government Officers and Employees; 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch; 5 CFR Chapter L and 49 CFR Part 99, Supplemental Standards of Ethical Conduct for Employees of the Department of Transportation.

13. Executive Order 13103, Computer Software Piracy.

14. FAA Order 1370.81, Electronic Mail Policy.

15. FAA Order 1370.82, FAA Information Systems Security Program, which is currently in draft and will replace Order 1600.54B, FAA Automated Information Systems Security Handbook.

APPENDIX 3. FEDERAL AVIATION ADMINISTRATION DISCLAIMER AND LIABILITY NOTICE

This website and the information it contains are provided as a public service by the Federal Aviation Administration (FAA), U.S. Department of Transportation. This system is monitored to ensure proper operation, to verify the functioning of applicable security features, and to generate usage trends. Anyone using this system expressly consents to such monitoring. Unauthorized attempts to modify any information stored on this system, to defeat or circumvent security features, or to utilize this system for other than its intended purposes are prohibited and may result in criminal prosecution.

RESTRICTION OF LIABILITY

The FAA makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of this website and expressly disclaims liability for errors and omissions in the contents of this website. No warranty of any kind, implied, expressed, or statutory, including but not limited to the warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose, and freedom from computer virus, is given with respect to the contents of this website or its hyperlinks to other Internet resources. Reference in this website to any specific commercial products, processes, or services or the use of any trade, firm, or corporation name are for the information and convenience of the public and do not constitute endorsement, recommendation, or favoring by the FAA.

OWNERSHIP

Information presented on the FAA public website is considered public information and may be distributed or copied. The FAA shall have the unlimited right to use for any purpose, free of any charge, all information submitted to the FAA via this site, except those submissions made under separate legal contract. The FAA shall be free to use, for any purpose, any ideas, concepts, or techniques contained in information provided to the FAA through this site.