

IN THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE ORDER NO. 10.07

ACCEPTABLE COMPUTER USE POLICIES

WHEREAS, the Chief Justice of the Florida Supreme Court has recommended that each circuit adopt a computer use policy; and

WHEREAS, judges, judicial assistants, externs, volunteers, and court staff have been furnished or have access to computers to assist them in their work-related functions and assignments; and

WHEREAS, it is necessary to establish uniform policies within the Eighth Judicial Circuit, to ensure the efficient and responsible use of computers by all users; and

WHEREAS, it is essential to protect the security of the Court's data and computer systems; it is therefore

ORDERED:

The following computer use policies are adopted and shall apply to all users of the Court's computer systems.

1. You are to use Court computers for court-related matters only. **Limited, occasional, or incidental** computer use for personal reasons is permitted, provided that such use does not detract from the dignity and operation of the Court, or otherwise interfere with the timely performance of your work duties.

2. You are expected to demonstrate professional responsibility at all times while using your computer and the Court's computer systems.

3. **All web browsing activity is monitored. Excessive or inappropriate use will be immediately reported to the Court Administrator.**

4. **You are PROHIBITED from doing the following:**

- a. Using your computer for outside employment or for any private business enterprise.
- b. Changing application settings, Windows operating system settings, or network configuration settings.
- c. Downloading material from unknown websites, installing additional software, or upgrading existing standard court software.
- d. Installing file sharing software, listening to streaming audio (a.k.a. "Internet Radio) or viewing streaming video (such as YouTube, Hulu, or Netflix). It is permissible to view streaming video of work-related material, such as county commission meetings or Supreme Court video feeds.
- e. Downloading large files from the Internet or from another county during business hours. If the file is critically needed, contact Court Technology to determine an appropriate time to download the file.
- f. Sharing your password with anyone.
- g. Sending or forwarding from your Court account or Court computer: inappropriate e-mails, junk e-mails, solicitations, or non-court related video or audio files.
- h. Bringing your personal computer, printer, wireless access point, or other device into the office and connecting it to the Court's network. Personal computers which are connected to the Court's network via VPN must have up-to-date antivirus software and Windows updates.

5. **You are REQUIRED to do the following:**

- a. Locking your workstation before leaving it unattended. Any computer which is shared with others must be logged off entirely.

b. Saving your files in either your OneDrive or the S: drive (if sharing those files with your co-workers).

6. **With limited exceptions, all e-mails or records of any kind made or received on your Court account or Court computer are public records and subject to public disclosure.** All e-mails sent or received on your court e-mail account are retained and are subject to review.

This Administrative Order replaces and supersedes Administrative Order No. 10.07(v3) entitled "Acceptable Computer Use Policies," dated November 5, 2014.

ORDERED ON this 20th day of February, 2017.



Toby S. Monaco, Chief Judge

Schedule of Access Level by Position

Level 1	
Delinquency Dependency Sealed/Confidential Secret (Adoption)	Trial Court Administrator, Directors of Court Operations, General Magistrates (Dependency), Judges, Judicial Assistants, Judicial Hearing Officers (Child Support), Senior Judges, Senior Staff Attorney, Staff Attorneys
Level 2	
Delinquency Dependency Sealed/Confidential	Administrative Assistant I, Administrative Services Manager, Court Analyst, Finance and Accounting Manager, Self Help Center Director, Regional Pro Se Case Manager, Specialty Courts Manager
Level 3	
Delinquency Dependency	Administrative Secretary I, Administrative Secretary II, Assistant Directors of Court Operations, Court Operations Manager, Juvenile Alternative Sanctions Coordinator, Court Reporters
Level 4	
Dependency	ADR and Mediation Director, Assistant ADR Director, Family Mediator
Level 5	
Standard	Administrative Assistant II, Administrative Assistant III, Courier, Court Information Receptionist, Court Interpreter, Court Program Specialist (OPS), Court Program Specialist II, Court Technology, Externs, Foreclosure Case Manager (OPS), General Magistrates (Foreclosure), Human Resources Manager, Judicial Hearing Officer (Traffic), Purchasing Manager, Senior Secretary (OPS)