



Administrative Policies and Procedures Manual

1001 EXPECTATION OF PRIVACY AND SYSTEM MONITORING

POLICY

The Judicial Branch reserves unconditionally the right to monitor, inspect and evaluate the use and status of any of its computer equipment and systems.

GENERAL INFORMATION

The assignment of equipment or the ability to access various systems does not confer, implicitly or explicitly, any expectation of privacy with respect to the use of such equipment or systems to anyone acting as an agent of the Branch or employed by the Branch regardless of the type of position (permanent, temporary or contractual). The Judicial Branch reserves the right to access at any time and for any reason all equipment and systems without the specific knowledge and permission of such individuals. Information Technology Division employees who access systems during the course of their duties will adhere to confidentiality standards.

All computers, electronic communications systems, transmitted data, stored data and information are and shall remain at all times the property of the Connecticut Judicial Branch and shall not be improperly used.

There are four general types of system monitoring:

- The normal monitoring of employee activities by appropriate supervisory staff within each division.
- The central monitoring of various systems in order to ensure the integrity and continued performance of the system including filtering for:
 - File types that are known carriers of malicious programs, and
 - File sizes that may degrade the network's ability to service all users
- The incidental maintenance related monitoring that occurs during the process of repairing or reconfiguring equipment.
- Formal investigatory monitoring that is used only when there is reasonable suspicion that serious breaches of policy or criminal activity have occurred.

PROCEDURES

In accordance with Connecticut General Statutes, Section 31-48d, employers engaged in electronic monitoring are required to give prior notice to employees who may be affected, informing them of the types of monitoring which may occur. The publication of this policy constitutes the posting required pursuant to this statute. Individual supervisors are, nonetheless, urged to make their respective subordinates aware of the attached notice.

Employees should report inadvertent breaches to their supervisors. Minor breaches should be addressed at the lowest supervisory level possible. Simply bringing such activity to the attention of the employee may suffice as a corrective measure. More serious or chronic violators may be subject to the initiation of progressive disciplinary action.

If central system monitoring routinely performed by the Information Technology Division reveals suspected unauthorized use of any computer system, the appropriate division will be notified. It is the responsibility of the affected division to determine the seriousness of the situation and determine the appropriate corrective or disciplinary action.

In the event that inappropriate activity is suspected, the appropriate Executive Director may request in writing that the Executive Director of Information Technology undertake formal investigatory monitoring of system activity and content. The Executive Director of Information Technology will communicate the finding to the requesting party for their action.

Questions on this policy:  HelpDesk@jud.ct.gov  (860) 282-6555