

## ARTICLE 18: INCIDENTAL USE

Lawrence Livermore National Security, LLC Information Technology (IT) resources are funded and owned by the United States government for the purpose of supporting Lawrence Livermore National Security, LLC's programmatic and business activities. In order to create a more supportive work environment, this policy extends to employees new privileges and additional responsibilities associated with the incidental personal use of LLNS unclassified information technology resources in compliance with DOE O 203.1 (issued 1-7-05) Limited Personal Use of Government Office Equipment including Information Technology.

Incidental Personal Use, as it relates to this policy, is the incidental use of information technology resources for personal purposes that are **not** in the performance of one's official LLNS duties. Information technology resources include, but are not limited to, data communication networks, information servers, personal computers, printer and other related peripheral equipment and software.

Laboratory employees may make incidental personal use of LLNS IT resources if that use meets **all** of the following criteria:

- does not involve resources designated for classified systems;
- does not involve personal gain;
- does not directly or indirectly interfere with Lawrence Livermore National Security, LLC's operation of electronic communications resources;
- does not interfere with the employee's work assignment at Lawrence Livermore National Security, LLC;
- does not burden the Laboratory with noticeable incremental costs [de minimus expense];
- does not bring discredit to Lawrence Livermore National Security, LLC or cast significant doubt on the employee's reliability or trustworthiness or otherwise affect an employee's ability to work effectively or harmoniously with others; and
- does not support outside business activities;
- does not involve the creating, downloading, viewing, storing, copying, or transmitting of sexually explicit or sexually-oriented materials; or images or material related to gambling, illegal weapons, terrorist operations, or criminal activities;
- Does not violate other laws, or otherwise constitute an unauthorized use under this or other Contract Articles.

Incidental personal use does **not** include use by non-employees, even if they are members of an employee's immediate family or working under a sub-contract with LLNS (unless such use is specifically permitted in the applicable sub-contract).

The observance of all cyber security practices, rules, and regulations is the responsibility of all employees.

Lawrence Livermore National Security, LLC may employ monitoring tools to detect improper use of information technology resources. The Notice to Users on LLNS web sites and other computer systems contains specific notice of the Lawrence Livermore National Security, LLC's privacy policy and other information associated with accessing LLNS computers.

An employee found to be in violation of this Article is subject to corrective action, up to and including dismissal, under Article 19, Corrective Action.