

**Information Technology Policy
Commonwealth of Pennsylvania
Governor's Office of Administration/Office for Information Technology**

ITP Number:	ITP-NET018	
ITP Title:	Internet Access	
Issued by:	Deputy Secretary for Information Technology	
Date Issued:	August 16, 2007	Date Revised: December 20, 2010
Domain:		
	Network	
Discipline:		
	Internet Access	
Technology Area:		
	Network	
Revision History		
Date:	Description:	
12/20/2010	ITP Refresh	

Abstract:

The purpose of this Information Technology Policy (ITP) is to establish an enterprise-wide policy for the connection and central administration of the Commonwealth's connection to the Internet.

Acceptable use of the Internet is defined in Management Directive (MD) 205.34, "Commonwealth of Pennsylvania Information Technology Acceptable Use Policy."

General:

This ITP applies to all departments, boards, commissions and councils under the governor's jurisdiction. Agencies not under the governor's jurisdiction are strongly encouraged to follow this policy.

Policy:

Agencies are to access the Internet through the Commonwealth Metropolitan Area Network (MAN).

The Office of Administration/Office for Information Technology (OA/OIT) is responsible for the following:

- Serve as primary point of contact for Internet access through the Commonwealth's MAN, as well as the Commonwealth's point of contact with the Commonwealth's Internet access provider.
- Oversee development and implementation of a plan for interagency MAN security.
- Direct security assessments of agency IT resources that connect to the MAN and audit agencies to ensure compliance.
- Maintain centralized registration, management, and distribution of Internet protocol (IP) addresses. Reference: ITP-NET004, *Internet Protocol Address Standards*.
- Maintain domain naming standards (DNS), registration, management, desktop and server configuration. Reference: ITP-NET005, *Commonwealth Domain Naming Standards (DNS) and Configuration*.

Each Commonwealth agency is responsible for the following:

- Develop policies and procedures to ensure security of its IT resources. Information disseminated over the Internet is to be approved in accordance with agency policy prior to its release.
- Agencies are to evaluate cyber security incidents according to ITP-SEC024A, IT Security Incident Reporting Procedures and complete SEC024B IT Security Incident Reporting Form. The completed form is to be submitted via e-mail to Pennsylvania-Computer Security Incident Response Team ([PA-CSIRT](#)) or online to the [PA-CSIRT Web Portal](#), within the timeframes set out in SEC024A.
- Agencies are to cooperate and collaborate with the Office of Administration/Office for Information Technology (OA/OIT) when responding to cyber security incidents, which include investigation, containment, eradication, recovery and post-incident analysis.
- Agencies are to provide the Commonwealth's Chief Information Security Officer (CISO) with a primary and secondary point of contact for cyber security incident reporting and handling. The agency Information Security Officer (ISO) is to be the primary point of contact. Agencies are to provide names, work phone numbers, mobile phone numbers, home phone numbers, and work and home e-mail addresses for those points of contact. Agencies are to notify the CISO at [PA-CSIRT](#), as soon as possible, when changes occur to the contact list.

Refresh Schedule:

All standards identified in this ITP are subject to periodic review and possible revision, or upon request by the Enterprise Architecture Standards Committee (EASC).

Exemption from This Policy:

In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at <http://coppa.oe.pa.gov/>. Agency CIO approval is required. Contact your agency [CoP Planner](#) for further details or assistance.

Questions:

Questions regarding this policy are to be directed to RA-ITCentral@pa.gov.

References:

[ITP-NET004](#) Internet Protocol Address Standards
[ITP-NET005](#) Commonwealth Domain Naming Standards (DNS) and Configuration
[ITP-SEC024](#) Information Technology Security Incident Reporting Policy
[Management Directive 205.34](#) Commonwealth of Pennsylvania Information Technology Acceptable Use Policy