

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEBRASKA

JUN 26 PM 12:33

GARY D. McFARLAND
CLERK

IN RE: Automation Security)
 Procedures For the) GENERAL ORDER NO. 99 -01____
 District of Nebraska)

The following automation security policies shall apply to all personnel of the United States District Court for the District of Nebraska:

1. **Any breach of computer security shall be reported to the systems staff immediately!** If you believe that there was an intrusion through your PC, do not touch the PC, and contact the systems staff immediately.

2. Users should change their passwords at least twice a year. Passwords are to be used for completion of duties as a representative of the US Courts and shall not be posted, written down, or shared with others for any reason, except as authorized by agency heads. This policy includes employees of the US Courts, former employees, family members and friends. The most effective passwords use a special character and/or a number. The system can be setup to prompt you to change your password. Stricter guidelines may apply per court unit. Contact the systems staff for more information.

3. It is required that each person log out each night when they leave. If a user remains logged in, anyone who uses that PC has complete access to their files and E-mail.

4. No person who has access to another user's password shall use that password in an unauthorized manner.

5. If an unknown or suspicious person is seen near or using any US Courts PC, please politely challenge the person as to their motives and contact the systems staff immediately. **Note:** This does not include public PCs and/or terminals.

6. **EVERY** floppy disk, (both 3.5" and 5.25"), that is used in any workstation must first be scanned by the user or the system department.

7. *If any software is found on a PC that was not installed and/or approved by the*

systems staff, the software will be immediately removed by a member of the systems staff.

8. All workstations in the US Courts will complete a virus scan at least once a day. This scan is performed automatically when the PC is turned on or rebooted. NO person may disable the virus scan except a member of the systems staff.

Dated this 26th-day of January, 1999.

BY THE COURT:


WILLIAM G. CAMBRIDGE, Chief Judge


RICHARD G. KOPF, District Judge


THOMAS M. SHANAHAN, District Judge


JOSEPH F. BATAILLON, District Judge