



JOHN ENGLER, Governor

**FAMILY INDEPENDENCE AGENCY**

DOUGLAS E. HOWARD, Director

January 30, 2001

**MICHIGAN IV-D ACTION TRANSMITTAL 2001-006**

**TO:** All Friends of the Court  
All Prosecuting Attorneys  
Office of Child Support Staff

**FROM:** Wallace N. Dutkowski, Director  
Office of Child Support

**SUBJECT:** Office of Child Support's Intranet Web Site Acceptable Usage Policy

The purpose of this Action Transmittal is to integrate the appropriate use of the OCS web site into the day-to-day business operations of Michigan's IV-D program. There is a requirement to maintain compliance with FIA-NET Acceptable Use Policies and Guidelines as well as maintaining adherence to State Telecommunications Network Acceptable Use Policy (DMB Administrative Procedure 1310.16).

Acceptable Uses of <http://mi-support.mfia.state.mi.us> or Mi-Support include but are not limited to:

- Appropriate use of network and software for IV-D related business
- Communication and data exchange pertaining to IV-D
- Internal file transfers of data or information pertaining to IV-D
- Limited use of internet and e-mail for personal, non IV-D research, or browsing is allowed in accordance with FIA-NET Acceptable Use Policies and Guidelines providing no other sections of this or any other policy are violated.

Use of the OCS web site does not replace supervisory direction on policy implementation and guidelines. Contacts made using the "Contact Us" function will be forwarded to the OCS Mailbox. Information requests or policy questions from this site will be forwarded to the appropriate manager for review and assignment.

Unacceptable Uses of <http://mi-support.mfia.state.mi.us> or Mi-Support include but are not limited to:

Employees initiating or participating in illegal or unapproved activities will be held responsible for their activities as proscribed by fore mentioned policies.

- Downloading of non Agency Licensed software
- Chatting, data streaming and internet game playing
- Illegal and illicit usage
- Use which violates the fore mentioned policies and procedures
- Unauthorized establishment of non-standard connections, back-door access points, or

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- circumventing of established security procedures
- Use for any communication of discriminatory or harassing nature

#### MI-SUPPORT

- <http://mi-support.mfia.state.mi.us> is an internal communication toll that combines web pages and program information that are applicable and of interest to Michigan's IV-D program.
- MI-SUPPORT combines information from external internet resources as well as internal intranet resources, which may prohibit some non-FIA entities connecting and or viewing content of this web site.
- MI-SUPPORT reflects FIA web design standards

#### PENALTIES

Violation of this policy; intentional damage; unauthorized entry or alteration of data, web applications or configurations; or disruption of network based systems may result in disciplinary action in accordance with FIA Policies.