

**EXECUTIVE ORDER #51**

**EFFECTIVE DATE: December 12, 1994**

**SUBJECT: COMPUTER USER ADMINISTRATIVE RULES**

This Executive Order describes three administrative rules which are mandatory and shall be adhered to by all Metro staff after the effective date of this order.

**Administrative Rules:**


1. Hardware and software purchased with Metro funds must be used solely for Metro related, authorized purposes.
2. All uses must be consistent with the Law (copyright and software licenses, etc.)
3. Security of the system and its data must be maintained.

The Computer Handbook attached hereto is adopted as an official Metro document. The handbook contains interpretations and examples of actions that are governed by the administrative rules established by this Executive Order. These Directives are also binding on all staff.

These interpretations and examples, in the form of directives in the Computer Handbook, are subject to amendment and amplification by Information Service Division after consultation with departments and the approval of Finance and Management Information. The Information Service Division will maintain the handbook and update the information contained therein as needed.

Provisions in this document partially rescind those of Executive Order No. 28. To the extent any of the directives conflict with Executive Order No. 28, this Executive Order shall control.

Ordered by the Executive Officer this 12th day of December, 1993.

  
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Date: December 16, 1994  
To: All Metro Computer Users  
From: Dick Engstrom  
Re: Implementation of Executive Order #51 (Computer User Administrative Rules)

The Information Services staff will be implementing the directive titled "Proper Use of Metro Resources" under the Computer User Administrative Rules of Executive Order #51. The directive (attached) calls for special use software which was not purchased by Metro for business use to be approved by ISD and processed by the network virus detection software prior to installation. Also, the directive disallows games on network servers and individual computers. Beginning Tuesday, April 12, ISD staff will use the following procedures and tools to identify and delete unauthorized software:

- A software tool called BindView will be used to scan local hard drives from the network. The scan will be visible to the individual work station user. The user will observe a message box on the screen during the Login sequence and a slight pause will occur in the process. The user should be patient and wait for the process to complete as it will only take a few seconds for the scan to be done; the Login will then continue.
- Through the use of BindView, information will be gathered to create a report about the software on each computer. ISD will use the report to identify software that needs to be reviewed for purchase by Metro, removed from the individual's computer, or scanned for viruses.
- If games are identified, an ISD technician will come to the user's work station to actually delete the software from the computer. The scanning and deleting process will take several days.

Effective May 1, employees found to have games or other unauthorized software on their computer will be subject to disciplinary action.

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Attc.

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cc: Department Heads