



**NJ OFFICE OF INFORMATION TECHNOLOGY**  
 Philip D. Murphy, Governor  
 Christopher J. Rein, Chief Technology Officer

P.O. Box 212  
 300 Riverview Plaza  
 Trenton, NJ 08625-0212

[www.tech.nj.gov](http://www.tech.nj.gov)

<p><b>STATE OF NEW JERSEY          TECHNOLOGY CIRCULAR</b></p> <p>Internet Access Policy for          New Jersey State Agencies</p>	<b>POLICY NO:</b> 15-06-NJOIT	
	<b>SUPERSEDES:</b> 06-03-NJOIT	<b>EFFECTIVE DATE:</b> 04-08-2015
	<b>VERSION:</b> 2.0	<b>LAST REVIEWED:</b> 08-13-2024

## 1 PURPOSE

The purpose of this policy is to establish the overall policy for secure access to, and use of the internet by State agencies.

The New Jersey Office of Information Technology (NJOIT) and other State agencies are committed to maintaining a secure, coordinated and cost-effective approach to Internet access by State agencies. OIT has been given the authority to administer access to the internet by users at New Jersey State agencies.

## 2 DEFINITIONS

**Internet Access** - Includes all available routes to the Internet, including direct Internet Provider access and Modem/ISP individual accounts.

### 3 AUTHORITY

N.J.S.A.52:18a-230b.

### 4 POLICY

It is the policy of NJOIT to encourage a secure, coordinated and cost-effective approach to Internet access. OIT will contract for an ISP and administer State agency Internet access. OIT must review and approve separate access contracts negotiated by individual agencies. Each such agency must show that a technical incompatibility or special functional requirement exists to justify approval of such contracts.

Agency access to the Internet through the designated ISP or OIT-approved agency ISP is offered as a tool for meeting the programmatic needs of the State. State-provided Internet access is State property and is intended for official business. The use of State-provided Internet access by State agencies and their employees constitutes the acceptance of responsibility and obligations set by federal, State, and local laws and regulations.

In accordance with the [Statewide Information Security Manual](#), OIT and State agencies have the authority and responsibility to monitor Internet access. Any unauthorized access and use discovered during such monitoring may be reported to agency management for appropriate action.

### 5 PROCEDURES

#### 5.1 Agency

- 5.1.1 Agency shall provide for agency Internet access administration.
- 5.1.2 An agency may install and update necessary system-wide virus protection software in consultation with OIT.
- 5.1.3 An agency shall determine which employees shall be allowed access to and use of the Internet.

5.1.4 An agency may monitor agency staff access to and use of the Internet to ensure that it is appropriate and consistent with agency program goals.

## **5.2 Office of Information Technology**

5.2.1 OIT shall administer and manage TCP/IP addressing

5.2.2 OIT shall monitor the performance and capacity levels of its Internet-access infrastructure.

5.2.3 OIT shall upgrade the infrastructure as necessary to meet the programmatic needs of State agencies.

5.2.4 OIT shall ensure that security and firewall systems are sufficient and operational.

5.2.5 OIT shall provide agencies with access to monitoring information as requested.

## **6 ADMINISTRATION**

This Policy is administered and monitored by the CTO at 300 Riverview Plaza, Trenton, NJ 08625.

---

CHRISTOPHER J. REIN, CHIEF TECHNOLOGY OFFICER

00/00/2024  
DATE

## 7 DOCUMENT HISTORY

Version	Published Date	CTO	Sections Modified	Description of Modifications
1.0	04/08/2015	E. Emanuel	0.0.0	Original Published Date
2.0		C. Rein	2, 4	