

# Self-Directed Internet Access Training

Office of Policy and Management

Revised 01/28/2022

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# Internet Access Training

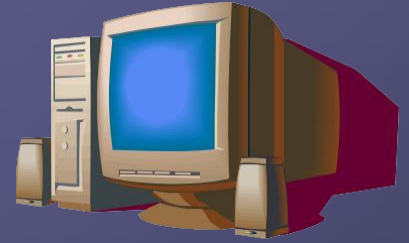
All OPM employees are required to receive Internet Access Training before they acquire access to the Internet and email. Reading the materials you receive in your Internet Access Training Packet and working your way through this presentation satisfies this training requirement.

This presentation highlights the important things you should know about the policies in your packet. Should you have any questions, please contact the IT Unit at x6389.

There are a total of 38 questions. For each question, click on the answer you think is correct. To advance to the next question, click on the "Next Question" button. When you are done, you will be given instructions about what to do next.

[Proceed](#)

# Acceptable Use of State Systems Policy



1. The Telecommunication Network (CTNET) refers to the equipment and services which provide State of Connecticut agencies, affiliates, and authorized users with electronic access to (including but not limited to) the Internet and e-mail.

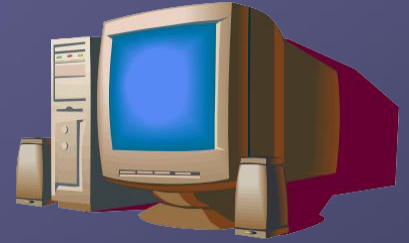
True

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False

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# Acceptable Use of State Systems Policy



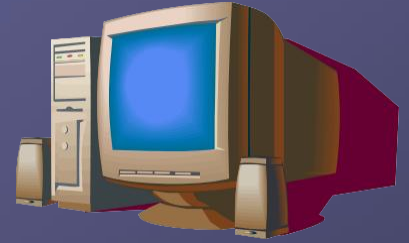
1. The Telecommunication Network (CTNET) refers to the equipment and services which provide State of Connecticut agencies, affiliates, and authorized users with electronic access to (including but not limited to) the Internet and e-mail.

**True**

Correct! This is the definition of CNET.  
Proceed to the next question by clicking on the "Next Question" button.

[Next Question](#)

# Acceptable Use of State Systems Policy



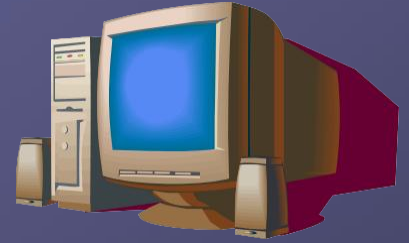
1. The Telecommunication Network (CTNET) refers to the equipment and services which provide State of Connecticut agencies, affiliates, and authorized users with electronic access to (including but not limited to) the Internet and e-mail.

**False**

Incorrect! This is the definition of CNET.  
Proceed to the next question by clicking on the "Next Question" button.

[Next Question](#)

# Acceptable Use of State Systems Policy



2. The purpose of the Acceptable Use of State Systems Policy is to make users aware of acceptable and unacceptable uses of CTNET; and to provide a set of guidelines for using CTNET.

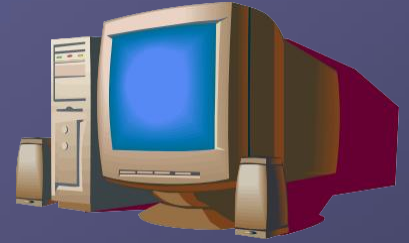
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False

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# Acceptable Use of State Systems Policy



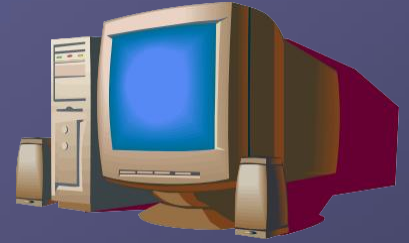
2. The purpose of the Acceptable Use of State Systems Policy is to make users aware of acceptable and unacceptable uses of CTNET; and to provide a set of guidelines for using CTNET.

**True**

Correct! It is the responsibility of all employees to be aware of appropriate and inappropriate uses of CTNET.

Next Question

# Acceptable Use of State Systems Policy



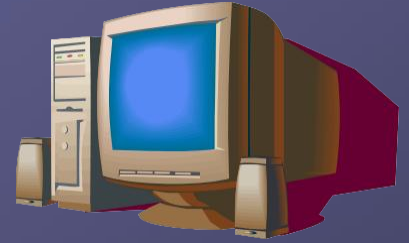
2. The purpose of the Acceptable Use Policy is to make users aware of acceptable and unacceptable uses of CTNET; and to provide a set of guidelines for using CTNET.

**False**

Incorrect. It is the responsibility of all employees to be aware of appropriate and inappropriate uses of CTNET.

[Next Question](#)

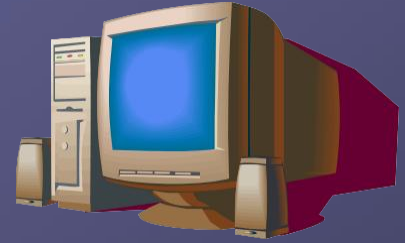
# Acceptable Use of State Systems Policy



3. Which agency is responsible for the administration of the Acceptable Use of State Systems Policy?

- A. Department of Administrative Services/Bureau of Enterprise Systems and Technology (DAS/BEST)
- B. Office of Policy and Management (OPM)
- C. The Governor's Office

# Acceptable Use of State Systems Policy



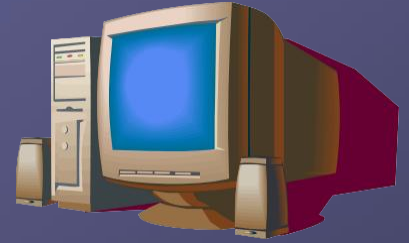
3. Which agency is responsible for the administration of the Acceptable Use of State Systems Policy.

**A. DAS/BEST**

**Incorrect! OPM is responsible for administration of the Acceptable Use of State Systems Policy; and the final authority for the Policy lies with the Chief Information Officer of DAS/BEST.**

**Next  
Question**

# Acceptable Use of State Systems Policy



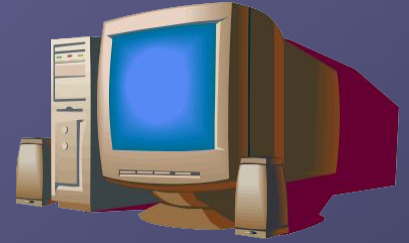
3. Which agency is responsible for the administration of the Acceptable Use of State Systems Policy?

## B. Office of Policy and Management

**Correct. OPM is responsible for administration of the Acceptable Use of State Systems Policy; and the final authority for the Policy lies with the Chief Information Officer of DAS/BEST.**

**[Next Question](#)**

# Acceptable Use of State Systems Policy



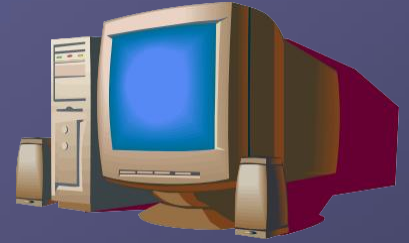
3. Which agency is responsible for the administration of the Acceptable Use of State Systems Policy?

## C. The Governor's Office

**Incorrect. OPM is responsible for administration of the Acceptable Use of State Systems Policy; and the final authority for the Policy lies with the Chief Information Officer of DAS/BEST.**

**[Next Question](#)**

# Acceptable Use of State Systems Policy



4. All Federal and state laws concerning computers, networks, and personal conduct apply when using your computer.

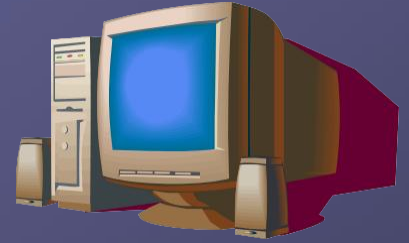
True

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False

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# Acceptable Use of State Systems Policy



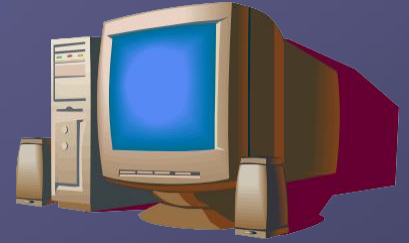
4. All Federal and state laws concerning computers, networks, and personal conduct apply when using your computer.

**True**

Correct! Your usage should be in conformance with federal and state laws, agency policies and procedures, and collective bargaining agreements. You need to act responsibly by respecting the rights of other users, maintaining the security of network resources, preserving the integrity of data, and complying with all pertinent licensing and contractual agreements.

Next  
Question

# Acceptable Use of State Systems Policy



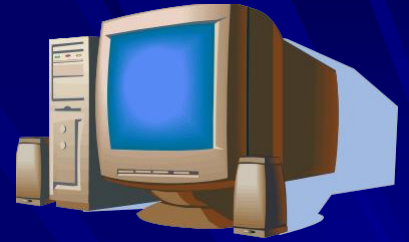
4. All Federal and state laws concerning computers, networks, and personal conduct apply when using your computer.

**False**

Incorrect. Your usage should be in conformance with federal and state laws, agency policies and procedures, and collective bargaining agreements. You need to act responsibly by respecting the rights of other users, maintaining the security of network resources, preserving the integrity of data, and complying with all pertinent licensing and contractual agreements.

**Next  
Question**

# *Just for Fun ...*



George Walker Bush, our 43<sup>rd</sup> president, was born in Connecticut.

True

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False

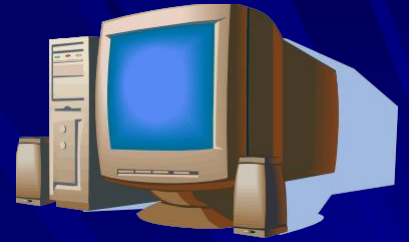
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Source: <http://www.50states.com/connecti.htm>

*Just for Fun...*



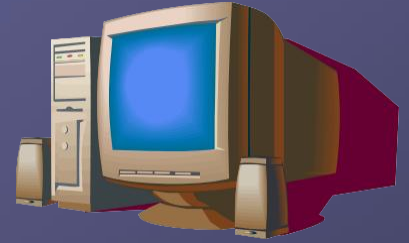
George Walker Bush, our 43<sup>rd</sup> president, was born in Connecticut.

**This is True! He was born July 6, 1946  
in New Haven.**

Source: <http://www.50states.com/connecti.htm>

[Next  
Question](#)

# Acceptable Use of State Systems Policy



5. Agencies may establish additional restrictions regarding the use of State systems within their local environments. If there's a conflict between the State's Acceptable Use Policy and an agency's policy, the more restrictive policy takes precedence.

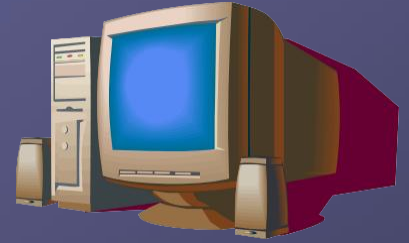
True

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False

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# Acceptable Use of State Systems Policy



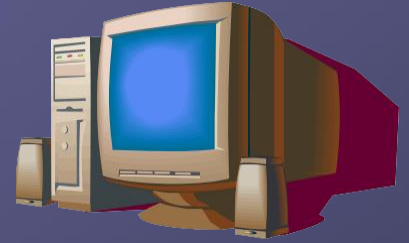
5. Agencies may establish additional restrictions regarding the use of State systems within their local environments. If there's a conflict between the State's Acceptable Use Policy and an agency's policy, the more restrictive policy takes precedence.

**True**

Correct, the more restrictive policy takes precedence. OPM has its own acceptable use policy. Each agency is responsible for the activities of its users and for ensuring that its users are familiar with the Acceptable Use of State Systems Policy; as well as agency policy and procedures.

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# Acceptable Use of State Systems Policy



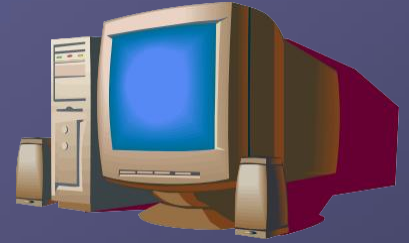
5. Agencies may establish additional restrictions regarding the use of State systems within their local environments. If there's a conflict between the State's Acceptable Use Policy and an agency's policy, the more restrictive policy takes precedence.

**False**

Incorrect, the more restrictive policy takes precedence. OPM has its own acceptable use policy. Each agency is responsible for the activities of its users and for ensuring that its users are familiar with the Acceptable Use of State Systems Policy; as well as agency policy and procedures.

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# Acceptable Use of State Systems Policy



6. If you violate the Acceptable Use of State Systems Policy, you are liable for your actions.

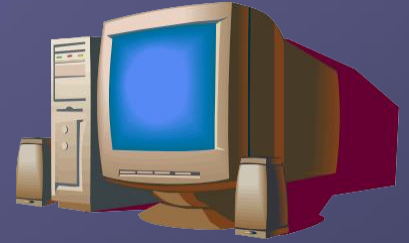
True

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False

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# Acceptable Use of State Systems Policy



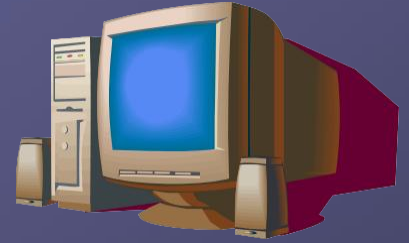
6. If you violate the Acceptable Use of State Systems Policy, you are liable for your actions.

**True**

**Correct! Anyone who violates the Acceptable Use Policy is liable for his/her actions.**

**[Next Question](#)**

# Acceptable Use of State Systems Policy



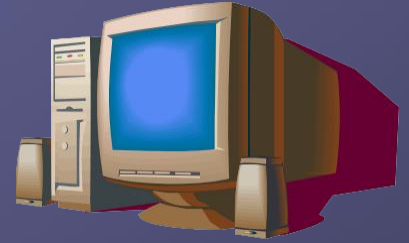
6. If you violate the Acceptable Use of State Systems Policy, you are liable for your actions.

**False**

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# Acceptable Use of State Systems Policy



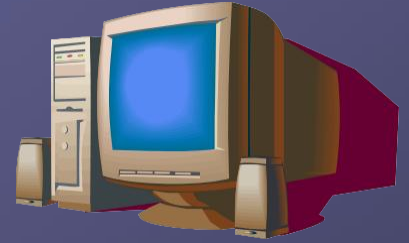
7. CTNET is a government resource and therefore must be used for job-related purposes. Personal use not related to Connecticut state government business is:

A. Prohibited.

B. Highly Discouraged.

C. Tolerated if access is not abused.

# Acceptable Use of State Systems Policy



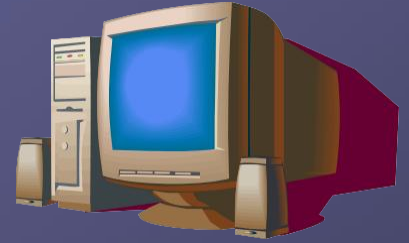
7. CTNET is a government resource and therefore must be used for job-related purposes. Personal use not related to Connecticut state government business is:

**A. Prohibited.**

**Correct! You are responsible for controlling the use of your computer and other state-issued resources.**

**[Next Question](#)**

# Acceptable Use of State Systems Policy



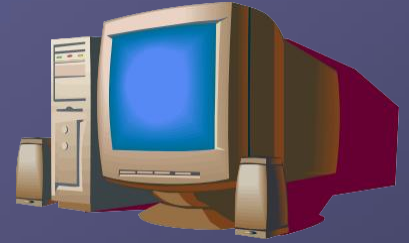
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**B. Highly Discouraged.**

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# Acceptable Use of State Systems Policy



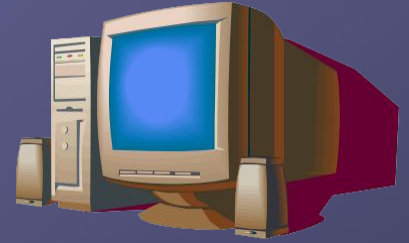
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**C. Tolerated if access is not abused.**

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**[Next Question](#)**

# Acceptable Use of State Systems Policy



8. Persons who are dually employed by the State need to be mindful of which position they are engaged in and use state systems for only job-related activities.

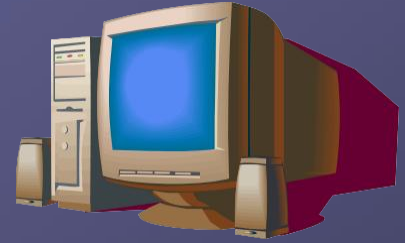
True

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False

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# Acceptable Use of State Systems Policy



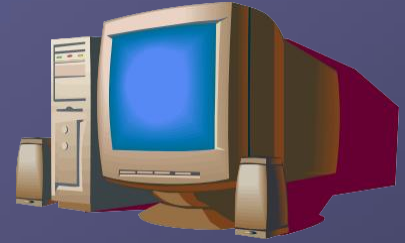
8. Persons who are dually employed by the State need to be mindful of which position they are engaged in and use state systems for only job-related activities.

**True**

Correct! According to the State's Acceptable Use of State Systems Policy, users who are dually employed must keep in mind the responsibilities of each specific position while engaged in activities involving State systems. Activities must reflect the position duties the employee is performing at the time of State system usage.

**Next  
Question**

# Acceptable Use of State Systems Policy



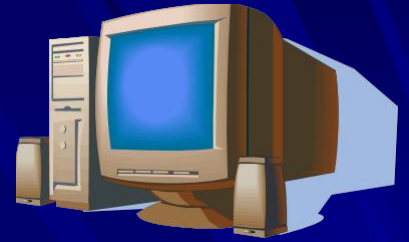
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**False**

Incorrect. According to the State's Acceptable Use of State Systems Policy, users who are dually employed must keep in mind the responsibilities of each specific position while engaged in activities involving State systems. Activities must reflect the position duties the employee is performing at the time of State system usage.

**Next  
Question**

*Just for Fun ...*



Connecticut was admitted for Statehood on January 9, 1788.

True

☐

False

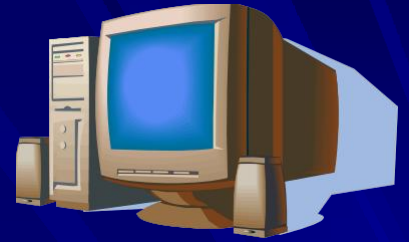
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Source: <http://www.50states.com/connecti.htm>

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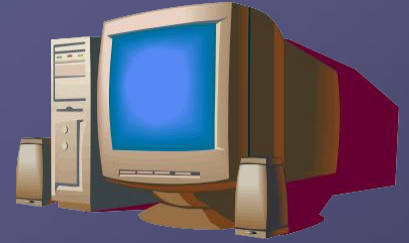
Connecticut was admitted for Statehood on January 9, 1788.

**This is True! The first English settlers of Connecticut arrived in 1636, settling the plantations of Windsor, Hartford, and Wethersfield.**

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Question](#)

# Acceptable Use of State Systems Policy



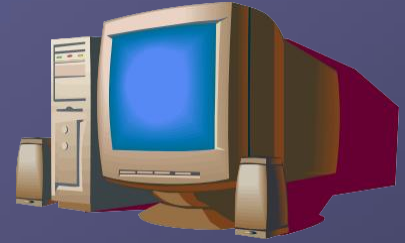
9. Is it considered appropriate for you to visit your Union's website using a State computer?

Yes

No

It Depends

# Acceptable Use of State Systems Policy



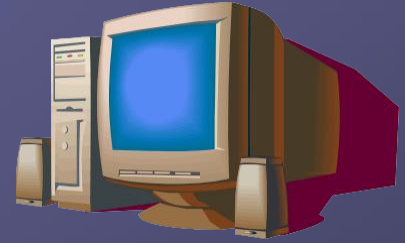
9. Is it considered appropriate for you to visit your Union's website using a State computer?

**Yes**

Correct. According to the "FAQ's (Frequently Asked Questions) Regarding the Acceptable Use of State Systems Policy" distributed by the Department of Administrative Services, it is considered okay for employees to visit their union's website using a State computer and to use State e-mail to contact their Union Steward to arrange for representation. It is not okay, however, to distribute Union information via State e-mail.

Next  
Question

# Acceptable Use of State Systems Policy



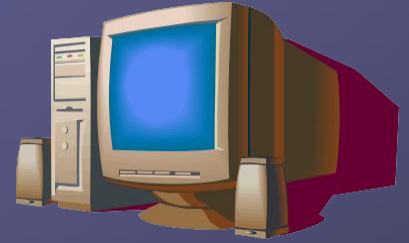
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**No**

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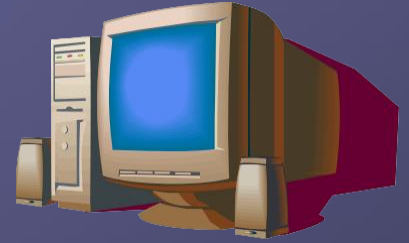
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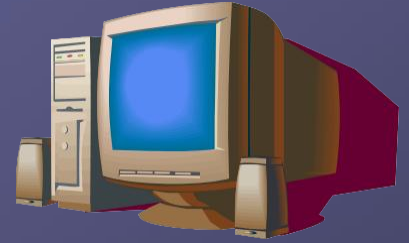
10. Is it considered appropriate to use your computer to go to the CT Transit website to view bus schedules?

Yes

No

It Depends

# Acceptable Use of State Systems Policy



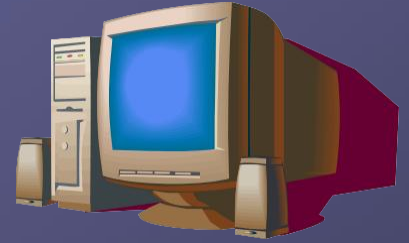
10. Is it considered appropriate to use your computer to go to the CT Transit website to view bus schedules?

**Yes**

Correct! According to the “FAQ’s (Frequently Asked Questions) Regarding the Acceptable Use of State Systems Policy” distributed by the Department of Administrative Services, it is an acceptable use of State resources to view transportation schedules.

**Next  
Question**

# Acceptable Use of State Systems Policy



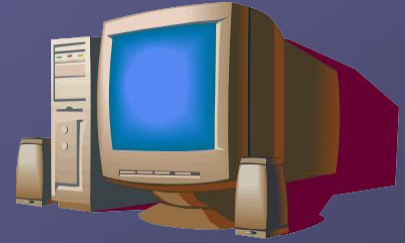
10. Is it considered appropriate to use your computer to go to the CT Transit website to view bus schedules?

**No**

Incorrect. According to the “FAQ’s (Frequently Asked Questions) Regarding the Acceptable Use of State Systems Policy” distributed by the Department of Administrative Services, it is an acceptable use of State resources to view transportation schedules.

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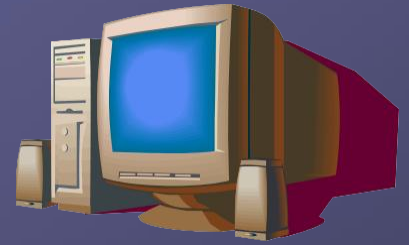
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Next  
Question

# Acceptable Use of State Systems Policy



11. What about job searches? Is it considered appropriate to forward messages from professional organizations that include job announcements - or to conduct job searches via the Internet using a State computer?

Yes

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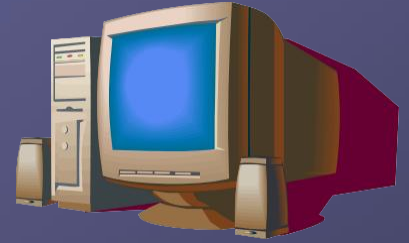
No

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It Depends

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# Acceptable Use of State Systems Policy



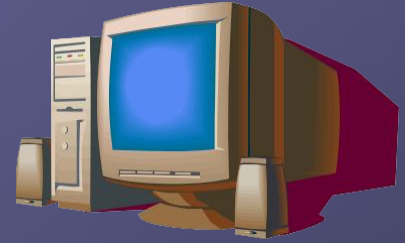
11. What about job searches? Is it considered appropriate to forward messages from professional organizations that include job announcements - or to conduct job searches via the Internet using a State computer?

**Yes**

Incorrect, it depends. According to the “FAQ’s (Frequently Asked Questions) Regarding the Acceptable Use of State Systems Policy” distributed by the Department of Administrative Services, State-related job announcements are considered appropriate, but not employment opportunities with other employers. It’s considered appropriate to visit the DAS website (and other State agency websites) for State employment opportunities; but it’s not okay to go to other non-State of CT websites to search for jobs with an employer other than the State of CT; or to forward messages from professional organizations that include job announcements.

**Next  
Question**

# Acceptable Use of State Systems Policy



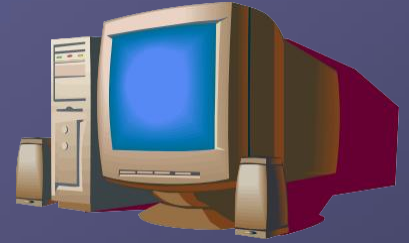
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Incorrect, it depends. According to the “FAQ’s (Frequently Asked Questions) Regarding the Acceptable Use of State Systems Policy” distributed by the Department of Administrative Services, State-related job announcements are considered appropriate, but not employment opportunities with other employers. It’s considered appropriate to visit the DAS website (and other State agency websites) for State employment opportunities; but it’s not okay to go to other non-State of CT websites to search for jobs with an employer other than the State of CT; or to forward messages from professional organizations that include job announcements.

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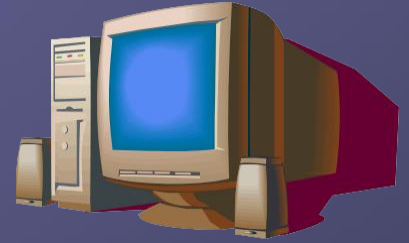
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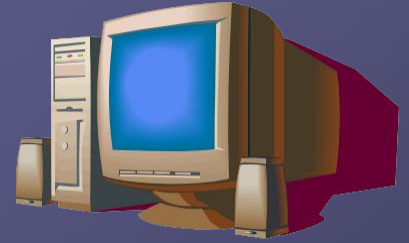
12. Is it considered appropriate to use your work computer to obtain information concerning State of Connecticut benefits?

Yes

No

It Depends

# Acceptable Use of State Systems Policy



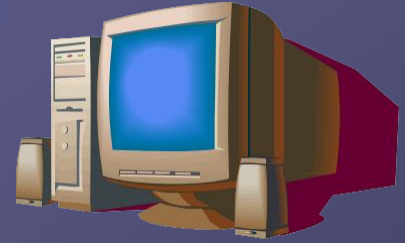
12. Is it considered appropriate to use your work computer to obtain information concerning State of CT benefits?

**Yes**

Incorrect, it depends. According to the “FAQ’s (Frequently Asked Questions) Regarding the Acceptable Use of State Systems Policy” distributed by the Department of Administrative Services, you can obtain information from a State agency website like the Office of the State Comptroller or the Department of Administrative Services. It’s also okay to visit a health insurance company’s website to view a list of participating physicians or to access a college website to obtain “proof of payment” documentation. It is not acceptable, however, to use the Internet to view your portfolio via a vendor’s website.

**Next  
Question**

# Acceptable Use of State Systems Policy



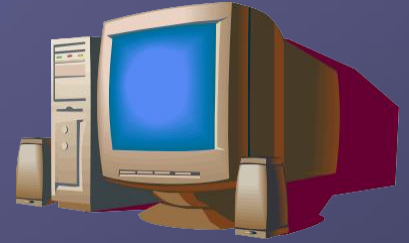
12. Is it considered appropriate to use your work computer to obtain information concerning State of CT benefits?

**No**

Incorrect, it depends. According to the “FAQ’s (Frequently Asked Questions) Regarding the Acceptable Use of State Systems Policy” distributed by the Department of Administrative Services, you can obtain information from a State agency website like the Office of the State Comptroller or the Department of Administrative Services. It’s also okay to visit a health insurance company’s website to view a list of participating physicians or to access a college website to obtain “proof of payment” documentation. It is not acceptable, however, to use the Internet to view your portfolio via a vendor’s website.

**Next  
Question**

# Acceptable Use of State Systems Policy



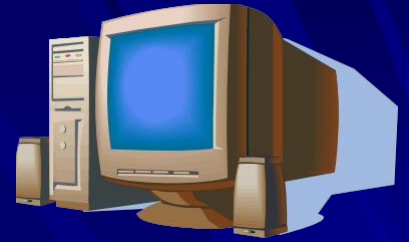
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**Next  
Question**

# *Just for Fun ...*



Our state's nickname is the \_\_\_\_\_ state.

A. Nutmeg

B. Constitution

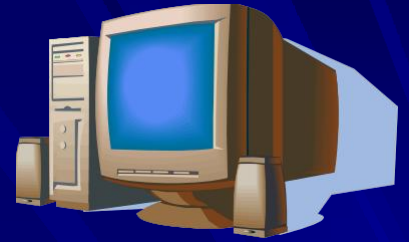
C. Yankee Doodle

Source: <http://www.50states.com/connecti.htm>

Skip



# *Just for Fun...*



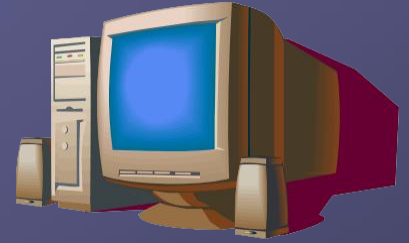
Our state's nickname is the \_\_\_\_\_ state.

**Connecticut was designated the “Constitution State” by the General Assembly in 1959. Connecticut has also been known at the “Nutmeg State”, the “Provisions State”, and the “Land of Steady Habits”. “Yankee Doodle” is the State Song.**

Source: <http://www.50states.com/connecti.htm>

[Next  
Question](#)

# Acceptable Use of State Systems Policy



13. Is it considered appropriate for you to use your State computer to read a newspaper online during your work break?

Yes

☐

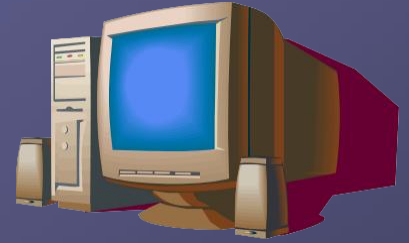
No

☐

It Depends

☐

# Acceptable Use of State Systems Policy



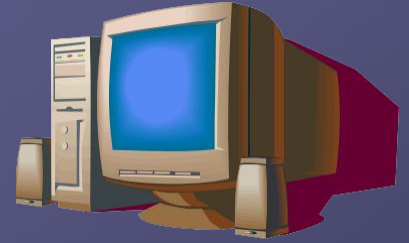
13. Is it considered appropriate for you to use your State computer to read a newspaper online during your work break?

**Yes**

Incorrect, it depends. According to the “FAQ’s (Frequently Asked Questions) Regarding the Acceptable Use of State Systems Policy” distributed by the Department of Administrative Services, it is not okay to read an online newspaper, if your reading is not related to work. You may not use State systems for any non-work related purpose, whether on a work break or not.

**Next  
Question**

# Acceptable Use of State Systems Policy



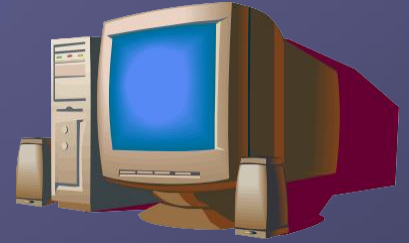
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Question**

# Acceptable Use of State Systems Policy



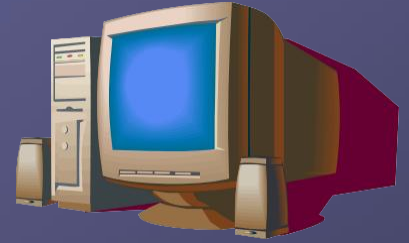
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Depends**

**Next  
Question**

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# Acceptable Use of State Systems Policy



14. You should assume that all information accessed through CTNET is proprietary and subject to copyright laws.

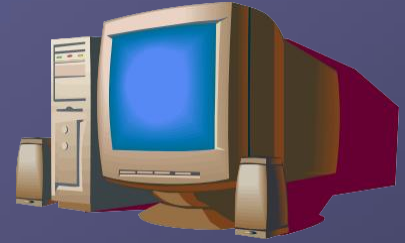
True

☐

False

☐

# Acceptable Use of State Systems Policy



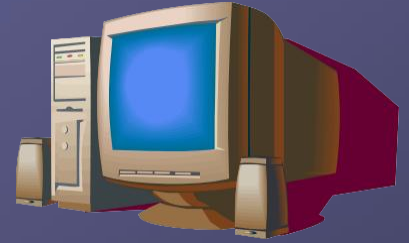
14. You should assume that all information accessed through CTNET is proprietary and subject to copyright laws.

**True**

Correct! The Acceptable Use of State Systems Policy lists “failure to identify the author(s) of information accessed and obtained through CTNET” as an example of an unacceptable use of state systems. You should assume all information is proprietary and seek permission if you would like to use something; don’t just grab a logo, for instance, and start to use it.

[Next Question](#)

# Acceptable Use of State Systems Policy



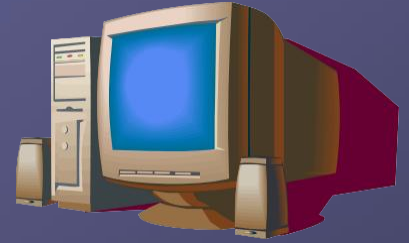
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**False**

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[Next  
Question](#)

# Acceptable Use of State Systems Policy



15. E-mail messages are considered public records and therefore legally discoverable and subject to the Freedom of Information Act.

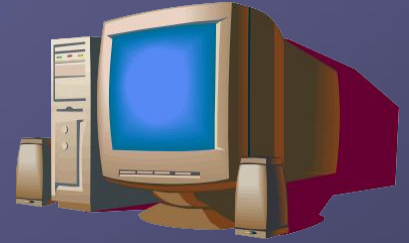
True

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False

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# Acceptable Use of State Systems Policy



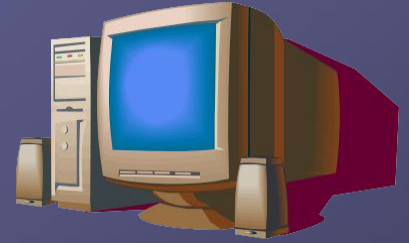
15. E-mail messages are considered public records and therefore legally discoverable and subject to the Freedom of Information Act.

**True**

**Correct! When it comes to your computer, there is no such thing as privacy. E-mail messages are recoverable – even after you have deleted them! Remember, your computer (and the information in it) belongs to the State, not to you. In addition, pursuant to Public Act 98-142 and the State of Connecticut's Electronic Monitoring Notice, the State reserves the right to monitor and/or log all activities without notice, including correspondence via e-mail.**

**Next**  
**Question**

# Acceptable Use of State Systems Policy



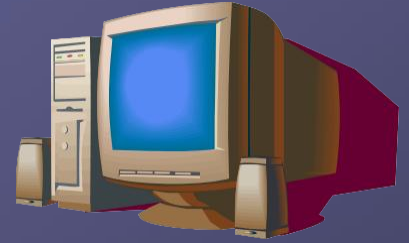
15. E-mail messages are considered public records and therefore legally discoverable and subject to record retention policies.

**False**

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**Next**  
**Question**

# Acceptable Use of State Systems Policy



16. As a user, it's important to identify yourself clearly and accurately in all electronic communications.

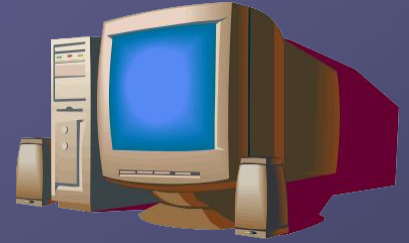
True

☐

False

☐

# Acceptable Use of State Systems Policy



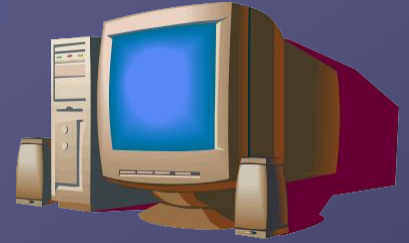
16. As a user, it's important to identify yourself clearly and accurately in all electronic communications.

**True**

**Correct! Concealing or misrepresenting your name or affiliation to mask irresponsible or offensive behavior is a serious abuse of state resources. Using identifiers of other individuals as your own constitutes fraud. For these reasons, do NOT give your password to anyone! – And don't use someone else's password. Remember that your ID and password are tied to your computer!**

**Next**  
**Question**

# Acceptable Use of State Systems Policy



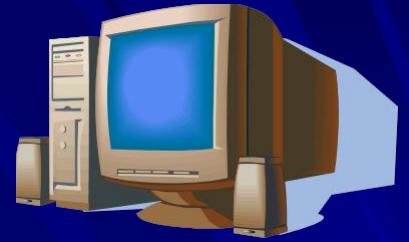
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**Next**  
**Question**

# *Just for Fun ...*



Connecticut is home to the first hamburger (1895), Polaroid camera (1934), helicopter (1939), and color television (1948).

True

☐

False

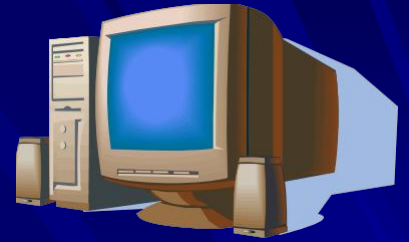
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Source: <http://www.50states.com/connecti.htm>

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☐

# *Just for Fun...*



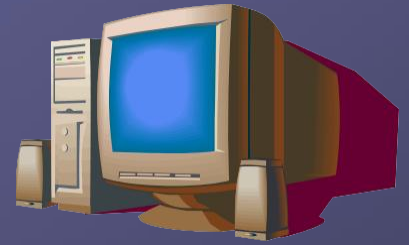
Connecticut is home to the first hamburger (1895), Polaroid camera (1934), helicopter (1939), and color television (1948).

**This is True! Connecticut is a state of many firsts. Another example is: the first lollipop-making machine opened for business in New Haven in 1908. George Smith named the treat after a popular racehorse!**

Source: <http://www.50states.com/connecti.htm>

[Next](#)  
[Question](#)

# Acceptable Use of State Systems Policy



17. Playing video games is considered a waste of computing resources.

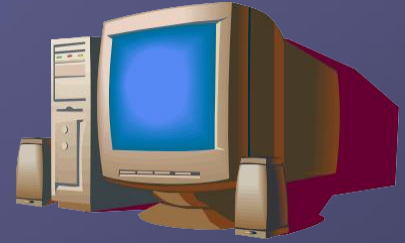
True

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False

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# Acceptable Use of State Systems Policy



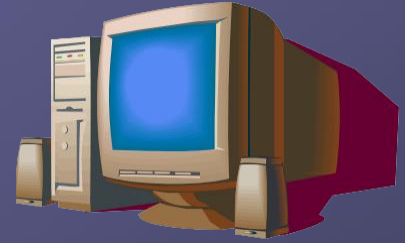
17. Playing video games is considered a waste of computing resources.

**True**

Correct! Listening to music on live radio, playing video games, printing unnecessarily, etc. are all considered inappropriate uses of state-issued resources. To listen to music, use your CD drive and earphones (in order to avoid distracting your co-workers). Accessing live broadcast media from the Legislative Branch web site in order to listen to live proceedings is considered job-related business and an appropriate use of state resources.

**Next  
Question**

# Acceptable Use of State Systems Policy



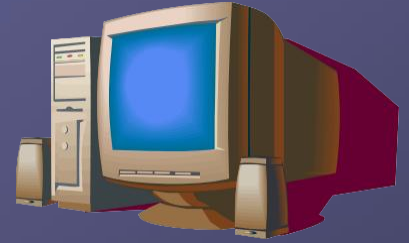
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**Next  
Question**

# OPM Use of State Resources Policy



18. An added benefit of working at OPM is that every employee is provided internet services.

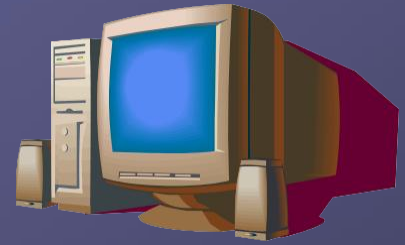
True

☐

False

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# OPM Use of State Resources Policy



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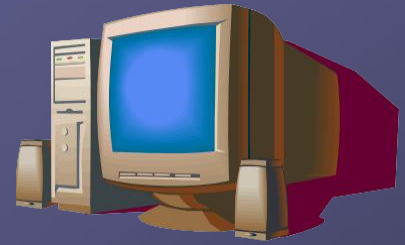
**True**

Incorrect. According to the OPM Use of State Resources Policy, access to internet services is a component of normal job duties and is not provided as an employee's benefit or as a means of providing stress relief. All uses of your computer must be in direct support on an agency assignment or responsibility and NOT your own business, working on a political campaign, etc.

One Exception: Contact OPM's CAO if you would like to send an agency-wide e-mail message about a fundraiser you are participating in, such as a Crop Walk, etc.

Next  
Question

# OPM Use of State Resources Policy



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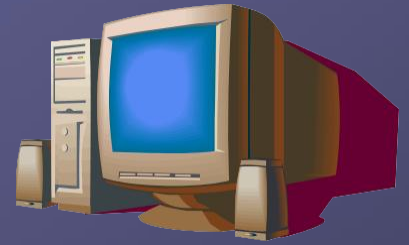
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Next  
Question

# OPM Use of State Resources Policy



19. Your supervisor is responsible for your Internet use.

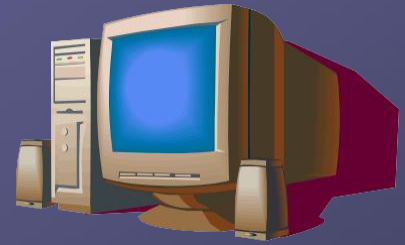
True

☐

False

☐

# OPM Use of State Resources Policy



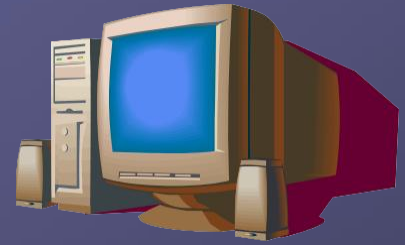
19. Your supervisor is responsible for your Internet use.

**True**

Incorrect. According to OPM's Use of State Resources Policy, supervisors are responsible for being aware of the Internet use of their staff members and monitoring the effectiveness of this activity. They are not responsible for peering over employees' shoulders on a regular basis.

**Next  
Question**

# OPM Use of State Resources Policy



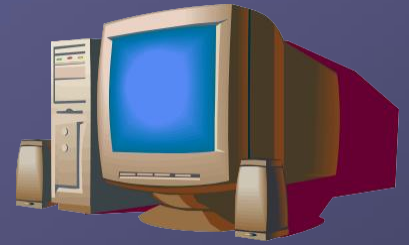
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**Next  
Question**

# OPM Use of State Resources Policy



20. Training about all relevant policies and guidelines regarding the Internet and online services is required for all OPM employees.

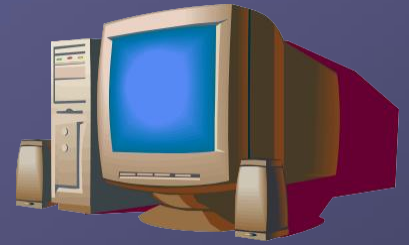
True

☐

False

☐

# OPM Use of State Resources Policy



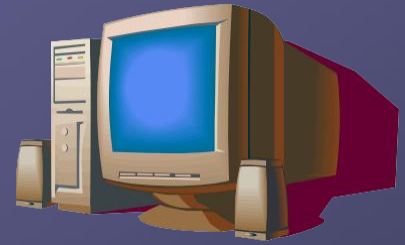
20. Training about all relevant policies and guidelines regarding the Internet and online services is required for all OPM employees.

**True**

Correct! Everyone using the Internet or other online services should be trained prior to acquiring Internet access and undertaking an online assignment. Working your way through this presentation satisfies this training requirement. If you should have any questions regarding procedures or policies, please feel free to contact OPM IT at 418-6389.

Next  
Question

# OPM Use of State Resources Policy



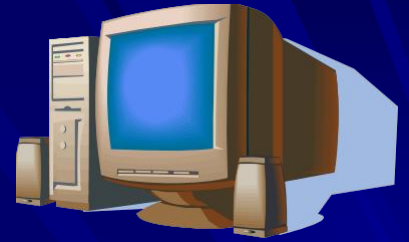
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Next  
Question

# *Just for Fun ...*



Cattle branding in the United States began in Connecticut when farmers were required by law to mark all of their:

A. Cows

B. Pigs

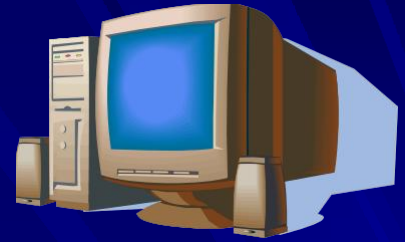
C. Chickens

Source: <http://www.50states.com/connecti.htm>

Skip



# *Just for Fun...*



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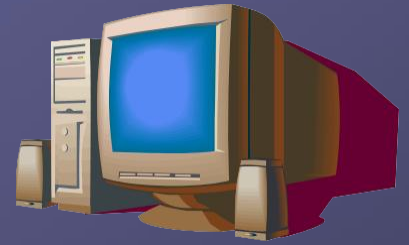


**B. Pigs!**

Source: <http://www.50states.com/connecti.htm>

[Next  
Question](#)

# OPM Use of State Resources Policy



21. OPM audits employees' computer use.

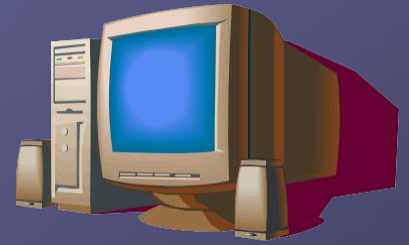
True

☐

False

☐

# OPM Use of State Resources Policy



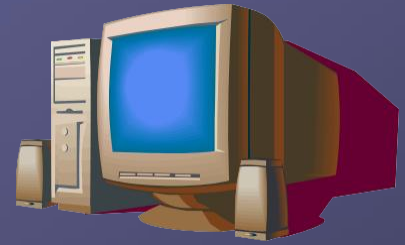
21. OPM audits employees' computer use.

**True**

Correct! Employees should navigate to job-related sites only (no entertainment or shopping sites, etc.). The agency uses M86 Security to block access to inappropriate sites. If you should get a blocked website message and have a legitimate need, select the link on the page to send a request to the administrator to unblock the website.

Next  
Question

# OPM Use of State Resources Policy



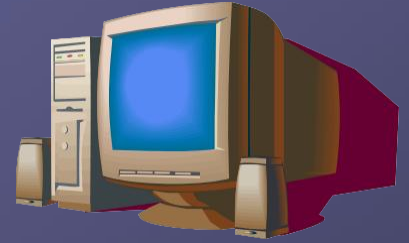
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**Next  
Question**

# OPM Use of State Resources Policy



22. OPM employees are prohibited from installing their own software.

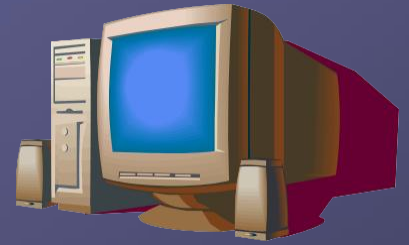
True

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False

☐

# OPM Use of State Resources Policy



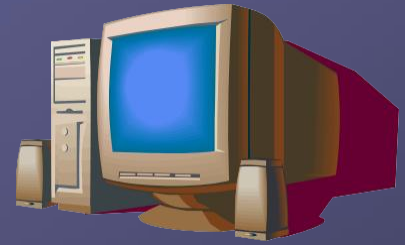
22. OPM employees are prohibited from installing their own software.

**True**

Correct! Contact OPM IT regarding any software you would like to buy. The agency must purchase the software first in order to have a license. Do not bring and install software from home – it is not licensed for use at OPM. Do not download any software; installing software that results in a significant change to the configuration or operation of OPM's systems is prohibited. Instead, check with the IT unit regarding the best course of action; license agreements must first be obtained for all software used at OPM.

Next  
Question

# OPM Use of State Resources Policy



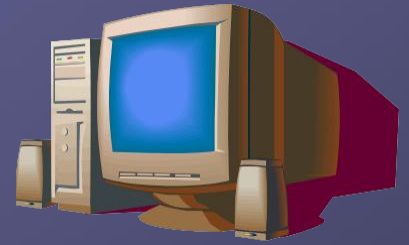
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Next  
Question

# OPM Use of State Resources Policy



23. Employees may download files from the Internet, but are requested to use caution.

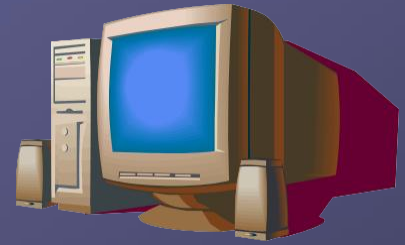
True

☐

False

☐

# OPM Use of State Resources Policy



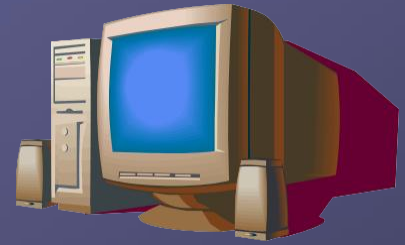
23. Employees may download files from the Internet, but are requested to use caution.

**True**

Correct! You should be careful and take precautions when downloading executable files. The extensions “.htm” and “.html” cannot do anything to your system. If the files have an extension of “.exe” or “.com”, use caution. These files are made to sound very attractive but they can erase your entire system. Check with the IT unit if you are unsure. Also, do not violate copyright laws for any program, no matter how small in scope or utility it may be.

Next  
Question

# OPM Use of State Resources Policy



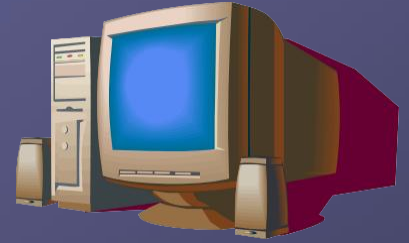
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**Next  
Question**

# About Electronic Mail



24. Use of e-mail is a privilege that comes with certain responsibilities and obligations; this includes avoiding sending anyone annoying or harassing messages.

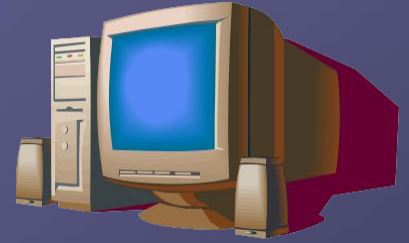
True

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False

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# About Electronic Mail



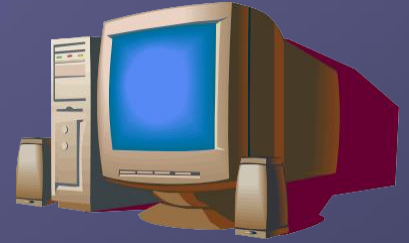
24. Use of e-mail is a privilege that comes with certain responsibilities and obligations; this includes avoiding sending anyone annoying or harassing messages.

**True**

Correct! When it comes to e-mail, do not violate copyright laws, security mechanisms, send spam or otherwise intimidate, harass, or annoy other users.

**Next  
Question**

# About Electronic Mail



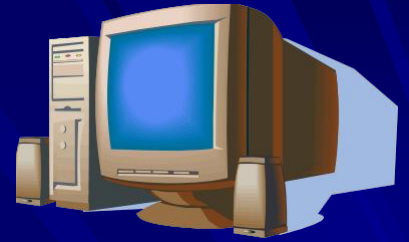
24. Use of e-mail is a privilege that comes with certain responsibilities and obligations; this includes avoiding sending anyone annoying or harassing messages.

**False**

Incorrect. When it comes to e-mail, do not violate copyright laws, security mechanisms, send spam or otherwise intimidate, harass, or annoy other users.

**Next  
Question**

# *Just for Fun ...*



In \_\_\_\_\_, Connecticut became the first state to issue permanent license plates for cars.

A. 1929

B. 1937

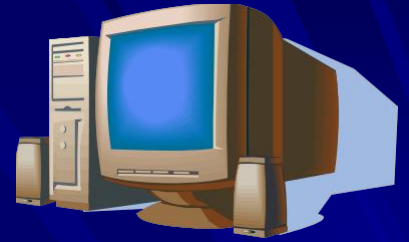
C. 1942

Source: <http://www.50states.com/connecti.htm>

Skip



*Just for Fun ...*



In \_\_\_\_\_, Connecticut became the first state to issue permanent license plates for cars.

**B. 1937**

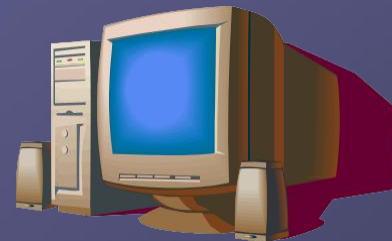
Did you know that the first automobile law was passed by Connecticut in 1901? The speed limit was set at 12 miles per hour!

Source: <http://www.50states.com/connecti.htm>

Next  
Question



# About Electronic Mail



25. According to the State's Acceptable Use of State Systems Policy, prohibited personal activities include creating or forwarding jokes.

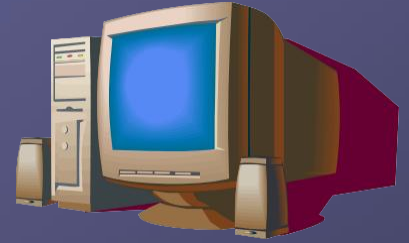
True

☐

False

☐

# About Electronic Mail



25. According to the State's Acceptable Use of State Systems Policy, prohibited personal activities include creating or forwarding jokes.

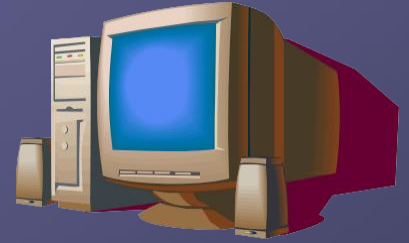
**True**

Correct! Other examples of prohibited activities include, but are not limited to, the following:

- Creating or forwarding chain messages or any other non-work related messages.
- Checking and/or responding to personal e-mail via another second party e-mail system such as Yahoo! or Hotmail.
- Sending or forwarding messages referring to political causes or activities, participation in sports pools, baby pools, or other sorts of gambling activities, religious activities, or stock quotes.
- Sending or forwarding messages regarding distribution groups or "listservs" for non-work related purposes; or solicitations or advertisements for non-work related purposes.

Next  
Question

# About Electronic Mail



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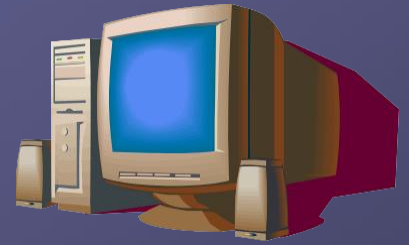
**False**

Incorrect. Other examples of prohibited activities include, but are not limited to, the following:

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- Checking and/or responding to personal e-mail via another second party e-mail system such as Yahoo! or Hotmail.
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Next  
Question

# About Electronic Mail



26. E-mail messages are subject to record retention guidelines.

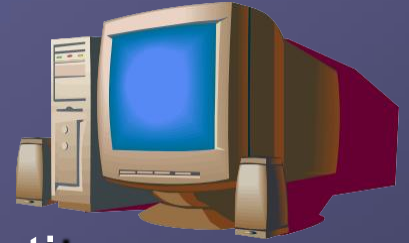
True

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False

☐

# About Electronic Mail



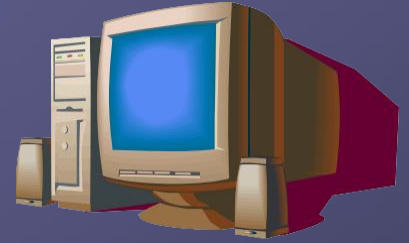
26. E-mail messages are subject to record retention guidelines.

**True**

Correct! For guidance regarding how long to retain certain e-mail messages, refer to the Connecticut State Library guidelines entitled “Electronic and Voice Mail Management and Retention Guide for State and Municipal Government Agencies” that is included in your training packet and on the OPM Intranet. You should ensure you are familiar with these guidelines so that you are aware of retention policy guidelines regarding your e-mail messages. OPM encourages you to clean out your inbox on a periodic basis, consistent with state record retention policies.

Next  
Question

# About Electronic Mail



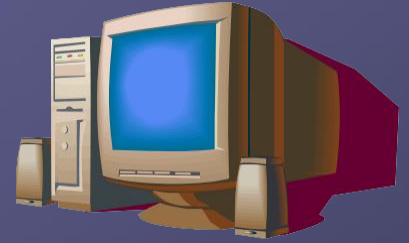
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**Next  
Question**

# About Electronic Mail



27. E-mail has become a dominant means of communication and it is acceptable to transmit confidential information in an e-mail message.

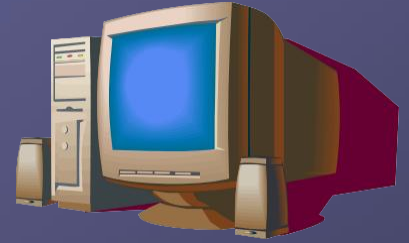
True

☐

False

☐

# About Electronic Mail



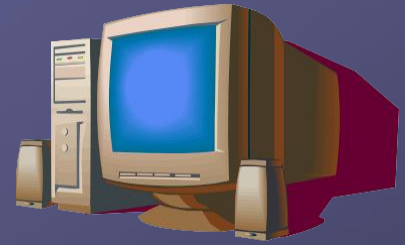
27. E-mail has become a dominant means of communication and it is acceptable to transmit confidential information in an e-mail message.

**True**

Incorrect. E-mail transmissions which travel over the Internet are not secure. If you must transmit confidential information, it is best not to use e-mail unless additional steps are taken, such as using a secure site or sending an encrypted message. Note: The State's web site is not a secure site.

**Next  
Question**

# About Electronic Mail



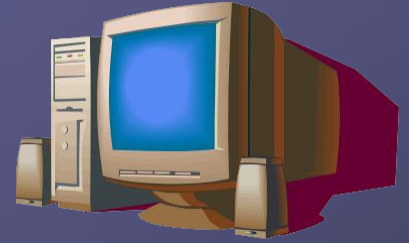
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[Next Question](#)

# About Electronic Mail



28. Is it considered appropriate to use State e-mail to send information regarding the death of an employee, the death of an employee's relative, birth of an employee's child, etc?

Yes

No

It Depends

# About Electronic Mail



28. Is it considered appropriate to use State e-mail to send information regarding the death of an employee, the death of an employee's relative, birth of an employee's child, etc?

**Yes**

Correct! According to the "FAQ's (Frequently Asked Questions) Regarding the Acceptable Use of State Systems Policy" distributed by the Department of Administrative Services, sending such messages is considered appropriate. It is also okay to send information concerning Agency functions, such as Agency picnics and parties, fund-raising events for Agency-sponsored events, employee retirement parties and baby/wedding showers and birthday parties for employees.

**Next  
Question**

# About Electronic Mail



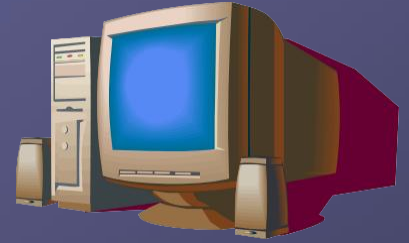
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**Next  
Question**

# About Electronic Mail



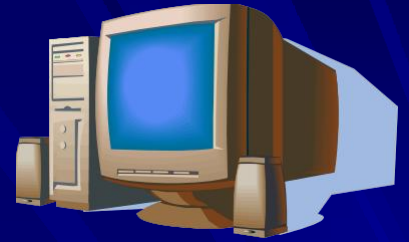
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**It  
Depends**

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Question**

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# *Just for Fun ...*



The first golf tournament in Connecticut for women only was held in Waterbury on June 12, \_\_\_\_\_.

A. 1907

B. 1917

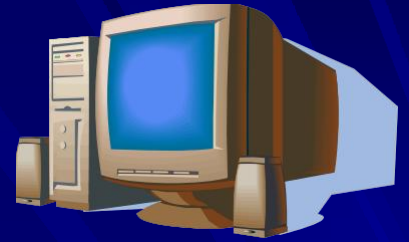
C. 1927

Source: <http://www.50states.com/connecti.htm>

Skip



*Just for Fun ...*



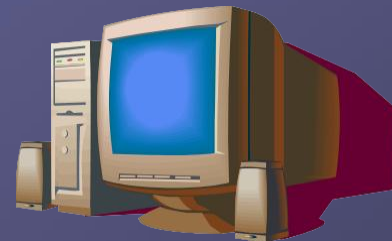
The first golf tournament in Connecticut for women only was held in Waterbury on June 12, \_\_\_\_\_.

**B. 1917**

Source: <http://www.50states.com/connecti.htm>

[Next  
Question](#)

# About Electronic Mail



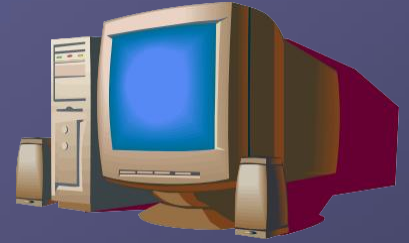
29. Is it considered appropriate for you to use your State computer to receive e-alerts from schools, informing you about early closings, meetings, etc.?

Yes

No

It Depends

# About Electronic Mail



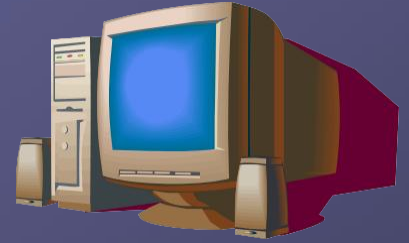
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**Yes**

Correct! According to the “FAQ’s (Frequently Asked Questions) Regarding the Acceptable Use of State Systems Policy” distributed by the Department of Administrative Services, it’s also okay to check cancellations, late openings, and early releases on websites of local news and radio stations.

**Next  
Question**

# About Electronic Mail



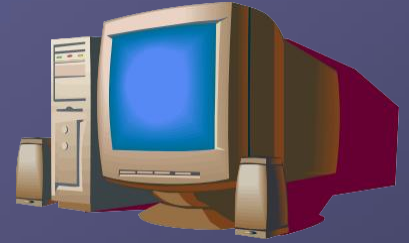
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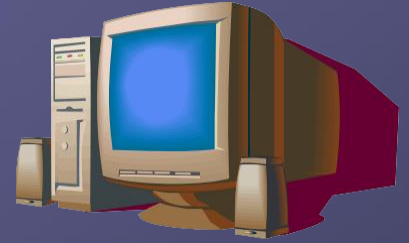
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# About Electronic Mail



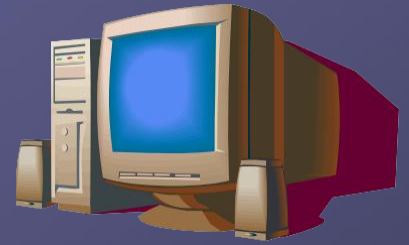
30. Is it considered appropriate to use State e-mail to distribute information about events sponsored by professional organizations?

Yes

No

It Depends

# About Electronic Mail



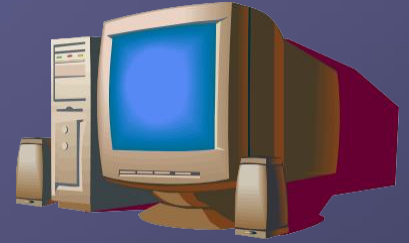
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**Yes**

Incorrect, it depends. According to the “FAQ’s (Frequently Asked Questions) Regarding the Acceptable Use of State Systems Policy” distributed by the Department of Administrative Services, it’s okay to distribute information about meetings of professional organizations; but not okay if the event is purely social in nature – like a sponsored trip to New York City.

**Next  
Question**

# About Electronic Mail



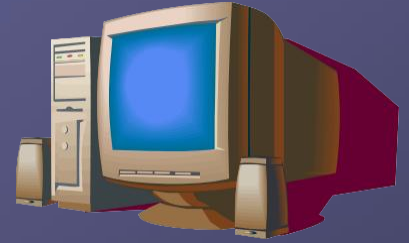
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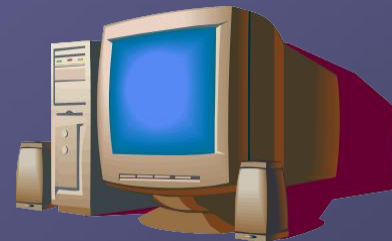
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Depends**

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# About Electronic Mail



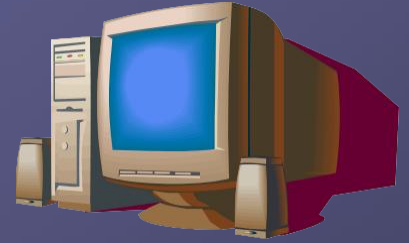
31. Is it considered appropriate to solicit participation in and/or donations for a charity event using State e-mail?

Yes

No

It Depends

# About Electronic Mail



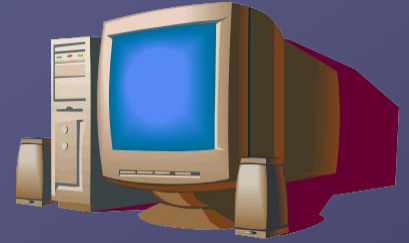
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**Yes**

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**Next  
Question**

# About Electronic Mail



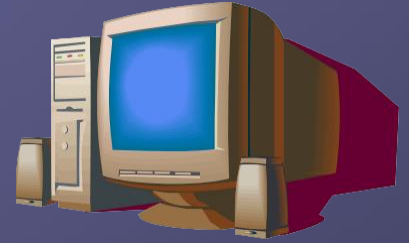
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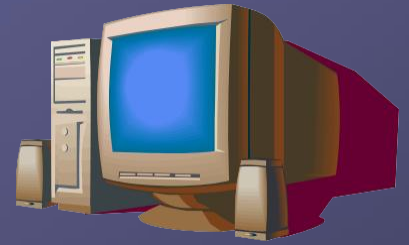
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**It  
Depends**

**Next  
Question**

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# About Electronic Mail



32. Opening e-mail messages does not pose a threat to your computer.

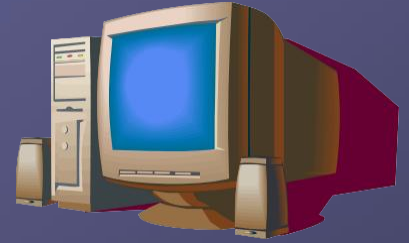
True

☐

False

☐

# About Electronic Mail



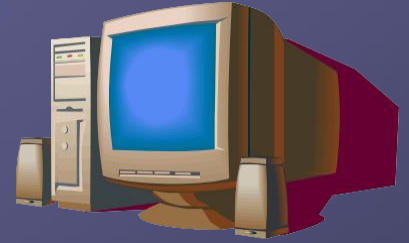
32. Opening e-mail messages does not pose a threat to your computer.

**True**

Incorrect. You should be VERY CAREFUL about opening e-mail messages or attachments if they are not from a known or trusted sender or appear to be questionable. If you have a question about whether to open a message or an attachment, contact OPM IT. The best way to handle messages from unknown sources or questionable messages is to delete them without opening them.

Next  
Question

# About Electronic Mail



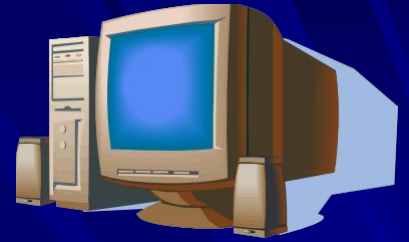
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Next  
Question

# *Just for Fun...*



Connecticut and what other state never ratified the 18<sup>th</sup> Amendment (Prohibition)?

A. Rhode Island

B. Maryland

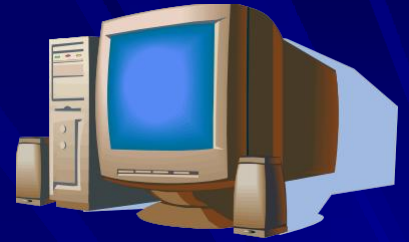
C. Virginia

Source: <http://www.50states.com/connecti.htm>

Skip



*Just for Fun ...*



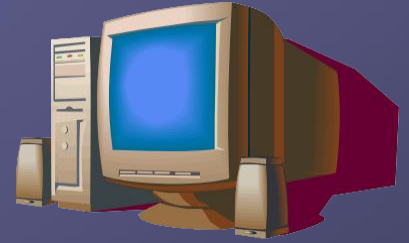
Connecticut and what other state never ratified the 18<sup>th</sup> Amendment (Prohibition)?

**A. Rhode Island!**

Source: <http://www.50states.com/connecti.htm>

**Next**  
**Question**

# About Electronic Mail



33. Knowing your audience can enhance the effectiveness of your e-mail communication.

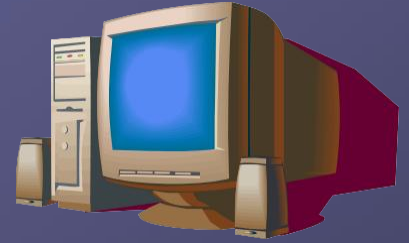
True

☐

False

☐

# About Electronic Mail



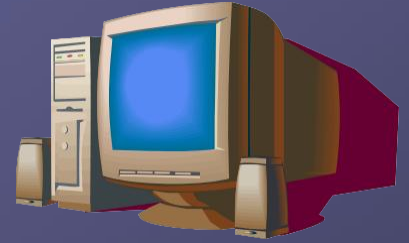
33. Knowing your audience can enhance the effectiveness of your e-mail communication.

**True**

Correct! Remember that your recipient may be a person whose culture, language, and humor may be different from your own. Acronyms, date formats, measurements, and idioms may not be universally understood. Remember that facial expressions, voice inflection and other cues that help recipients to interpret a message are absent from e-mail. Remember also that different users have different levels of experience with technology applications like e-mail. Be patient with and supportive of new users.

Next  
Question

# About Electronic Mail



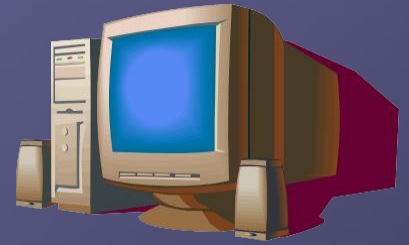
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Next  
Question

# OPM Use of State Resources Policy



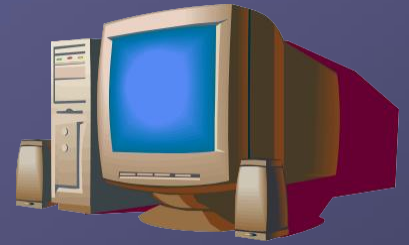
34. The OPM Use of State Resources Policy applies to:

A. Full and part time employees, contractors, student interns, summer workers, co-op workers, and volunteer workers.

B. Full and part time employees, contractors, and co-op workers.

C. Full and part time employees, contractors, student interns, summer workers, and co-op workers.

# OPM Use of State Resources Policy



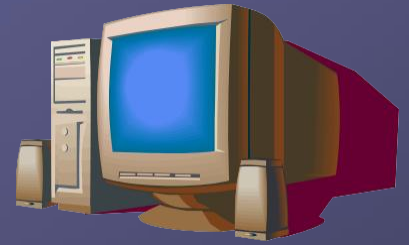
34. The OPM Use of State Resources Policy applies to:

**A. Full and part time employees, contractors, student interns, summer workers, co-op workers, and volunteer workers.**

**Correct! The OPM Use of State Resources Policy is a straight-forward policy that applies to everyone, spells out what is considered state equipment, and states that state resources shall be used solely for the conduct of official State business.**

**[Next Question](#)**

# OPM Use of State Resources Policy



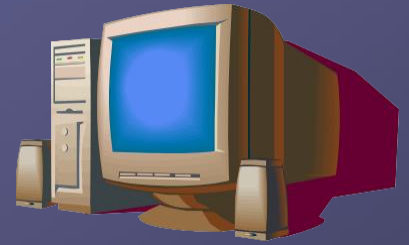
34. The OPM Use of State Resources Policy applies to:

**B. Full and part time employees, contractors, and co-op workers.**

Incorrect. The OPM Use of State Resources Policy is a straight-forward policy that applies to full and part time employees, contractors, student interns, summer workers, co-op workers, and volunteer workers. The policy spells out what is considered state equipment, and states that state resources shall be used solely for the conduct of official State business.

[Next  
Question](#)

# OPM Use of State Resources Policy



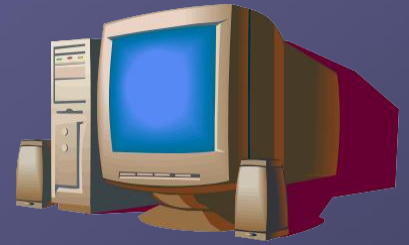
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**C. Full and part time employees, contractors, student interns, summer workers, and co-op workers.**

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[Next  
Question](#)

# OPM Use of State Resources Policy



35. “State resources” include, but are not limited to, personal computers (including e-mail and the internet), telephones (including State-issued cellular), pagers, photocopy machines, fax machines, state vehicles, and State-issued credit cards.

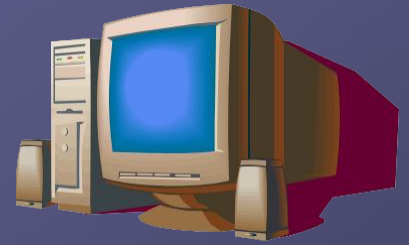
True

☐

False

☐

# OPM Use of State Resources Policy



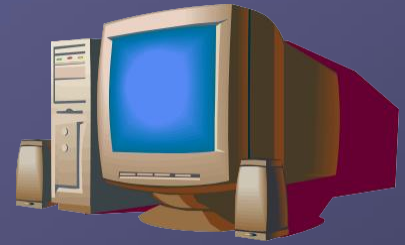
35. "State resources" include, but are not limited to, personal computers (including e-mail and the internet), telephones (including State-issued cellular), pagers, photocopy machines, fax machines, state vehicles, and State-issued credit cards.

**True**

Correct! Things like stationery supplies and mail are also included. This also means you should not receive personal items through the mail at work.

Next Question

# OPM Use of State Resources Policy



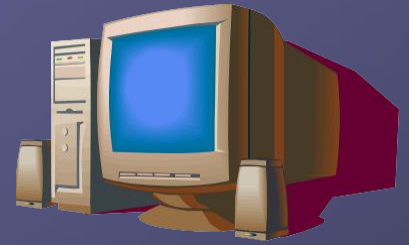
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**Next  
Question**

# OPM Use of State Resources Policy



36. Regarding the use of telephones, it's okay to make a local personal call occasionally, but you should be aware that extensive numbers of such calls or calls of long duration are considered a misuse of State time and equipment.

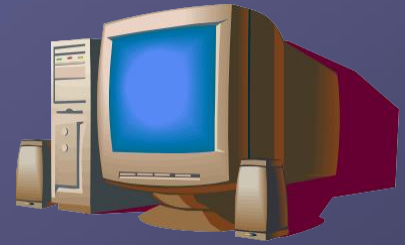
True

☐

False

☐

# OPM Use of State Resources Policy



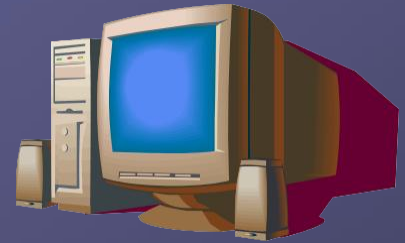
36. Regarding the use of telephones, it's okay to make a local personal call occasionally, but you should be aware that extensive numbers of such calls or calls of long duration are considered a misuse of State time and equipment.

**True**

Correct! It's best to use your personal cell phone for calls of a personal nature; or keep personal calls using your State phone to a minimum. For long distance calls, the business office provides each division with a phone log to verify numbers called. Long distance personal calls should be reimbursed to the State. Failure to adhere to this policy will result in disciplinary action, up to and including dismissal.

**Next  
Question**

# OPM Use of State Resources Policy



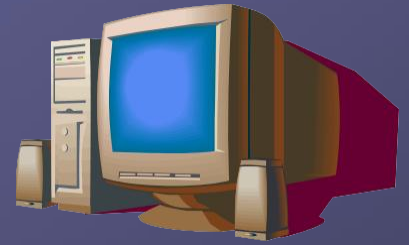
36. Regarding the use of telephones, it's okay to make a local personal call occasionally, but you should be aware that extensive numbers of such calls or calls of long duration are considered a misuse of State time and equipment.

**False**

Incorrect. It's best to use your personal cell phone for calls of a personal nature; or keep personal calls using your State phone to a minimum. For long distance calls, the business office provides each division with a phone log to verify numbers called. Long distance personal calls should be reimbursed to the State. Failure to adhere to this policy will result in disciplinary action, up to and including dismissal.

**Next  
Question**

# OPM Use of State Resources Policy



37. It is okay to create a voicemail message to communicate personal information to a specific caller via your voicemail box greeting.

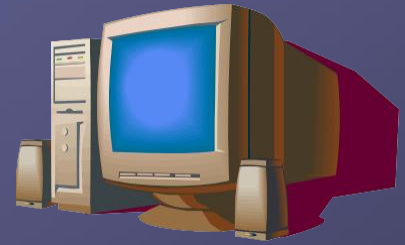
True

☐

False

☐

# OPM Use of State Resources Policy



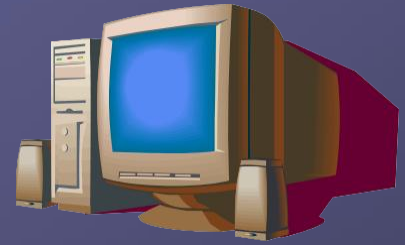
37. It is okay to create a voicemail message to communicate personal information to a specific caller via your voicemail box greeting.

**True**

Incorrect. According to the “FAQ’s (Frequently Asked Questions) Regarding the Acceptable Use of State Systems Policy” distributed by the Department of Administrative Services, employee voicemail greetings via State voicemail should be strictly professional. It is okay, however, for you to receive personal messages in your voicemail box that require prompt attention – such as a message from a doctor’s office.

Next  
Question

# OPM Use of State Resources Policy



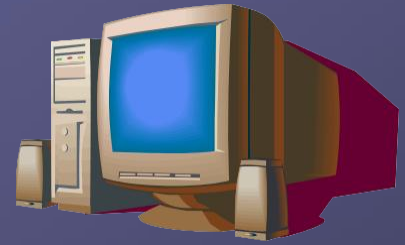
37. It is okay to create a voicemail message to communicate personal information to a specific caller via your voicemail box greeting.

**False**

Correct! According to the “FAQ’s (Frequently Asked Questions) Regarding the Acceptable Use of State Systems Policy” distributed by the Department of Administrative Services, employee voicemail greetings via State voicemail should be strictly professional. It is okay, however, for you to receive personal messages in your voicemail box that require prompt attention – such as a message from a doctor’s office.

Next  
Question

# All Policies and Guidelines



38. All the policies and guidelines covered in this presentation can be accessed on OPM's Intranet, <http://www.ct.gov/opma/home>.

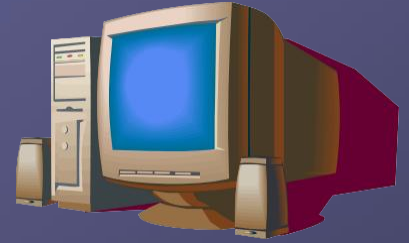
True

☐

False

☐

# All Policies and Guidelines



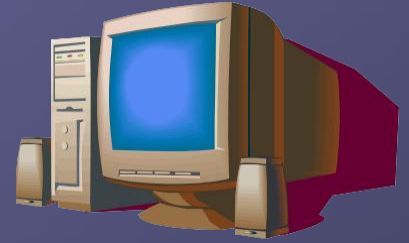
38. All the policies and guidelines covered in this presentation can be accessed on OPM's Intranet, <http://www.ct.gov/opma/home>.

**True**

Correct! On the Home Page, click on Menus/Policies and Procedures.

Next Question

# All Policies and Guidelines



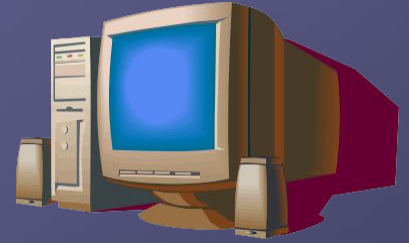
38. All the policies and guidelines covered in this presentation can be accessed on OPM's Intranet, <http://www.ct.gov/opmathome>.

**False**

Incorrect. On the Home Page, click on Menus/Policies and Procedures.

[Next Question](#)

# Completion Certificate



Congratulations! Now that you have completed this presentation, you are ready to print the Certificate of Completion, sign it, and bring it to the Information Technology Unit on the 3<sup>rd</sup> floor.

To print your Completion Certificate, click on the following link: [Certificate of Completion](#)