

5 FAM 700 INTERNET AND INTRANET USE

5 FAM 710 GENERAL

(TL:IM-33; 02-27-2002)

5 FAM 711 SCOPE

(TL:IM-33; 02-27-2002)

This chapter contains the policies and guidance related to e-mail, cookies, the Internet, intranets and the World Wide Web (www) site hosting.

5 FAM 712 AUTHORITIES

(TL:IM-33; 02-27-2002)

This chapter is based on the following authorities:

- (1) Pub. L. 96-465 (Foreign Service Act), Section 206(b) and 22 U.S.C. 2651a;
- (2) Pub. L. 99-399, Omnibus Diplomatic Security Act, Section 401(f);
- (3) 5 CFR 2635.704(b)(1) Government Property Use;
- (4) 5 CFR 2635.101 9(a) Public Service is a Public Trust;
- (5) Executive Order 12958—Classified National Security Information;
- (6) Privacy Act of 1974, 5 U.S.C. 552a, 552a note; and 18 U.S.C. 2701, Electronic Communications Privacy Act of 1986;
- (7) Americans with Disabilities Act of 1990, 42 U.S.C. 12101 note;
- (8) Freedom of Information Act, 5 U.S.C. 552;
- (9) OMB Circular A-130, “Management of Federal Information Resources,” 61 FR 6428;
- (10) Computer Security Act of 1987;
- (11) United States Information and Educational Exchange Act of 1948 (Smith-Mundt), as amended, 22 U.S.C. 1461;

- (12) Rehabilitation Act, 29 U.S.C. 794d, as amended (Section 508);
- (13) Children's Online Privacy Protection Act, 15 U.S.C. 6501;
- (14) Government Paperwork Elimination Act, 44 U.S.C. 3504;
- (15) Information Technology Management Reform Act of 1996 (Clinger-Cohen Act), Pub. L. 104-106;
- (16) Government Information Security Reform Act of 2000, 44 U.S.C. 3531; and
- (17) OMB Memorandum M-99-18, Privacy Policies on Federal Web Sites.

5 FAM 713 DEFINITIONS

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The following definitions apply to the material in this chapter:

(1) **Client**—A client is the user in the client/server relationship that receives information, files, web pages, and other services from a server on a network. The word "client" refers to the computer hardware and to the software application that makes the client function.

(2) **Cookie**—Cookies are small data files written to your hard drive by a web site when you view it in your browser. Cookies can contain information the site can use to track such things as your user name at that web site, your password to access the features of the web site, lists of pages you've visited, and the date when you last looked at a certain page. There are two types of cookies, session cookies and persistent cookies. Session cookies are temporary, created to maintain active status with an application such as a database during the application session, and expire when the session ends. Persistent cookies are not temporary. They may last indefinitely or they may be set to expire at a fixed interval following the last time they are used. Persistent cookies are used by a web site to maintain visitor preferences and parameters when using a particular site. See 5 FAM 741 for the Department's Cookie Policy.

(3) **Information**—Data of any type capable of being posted or transmitted on or through the Internet or a Department intranet; including data in print, graphic or pictorial, and audible form.

(4) **Internet**—A worldwide system of computer networks. The Internet is a collection of large, medium, and small networks interconnected to form a robust, self-sustaining digital communications facility.

(5) **Intranet**—A restricted-access network that operates in the same manner as the Internet. The purpose of an intranet is to share information and computing resources within the organization without privileged information being made available to everyone with Internet access.

The Department of State maintains several intranets including OpenNet, ClassNet, and POEMS. These provide Internet-like services to Department employees, designated cleared contractors, and designated cleared Foreign Service nationals. OpenNet provides e-mail access to the Internet through a firewall. Because ClassNet handles classified data, there is no connection to the Internet.

(6) **POEMS**—The Principal Officers Electronic Messaging System (POEMS) is a classified intranet which has connectivity to ClassNet. POEMS is administered by SS-IRM.

(7) **Server**—A computer that provides the information, files, web pages, and other services to the client computers on a network. The word "server" refers to the computer hardware and to the software applications that make the server operate.

(8) **SIPRNET**—The Secret Internet Protocol Router Network (SIPRNet) is a worldwide, Department of Defense (DoD), Internet Protocol (IP) router-based network that serves as a backbone for interagency classified data traffic.

5 FAM 714 THROUGH 719 UNASSIGNED