



State of Nevada

Information Security Committee

Standard

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130	B	Peer-to-Peer File Sharing and Instant Messaging	08/20/2014	1 of 2

1.0 PURPOSE

This standard describes Peer-to-Peer file (P2P) sharing and Instant Messaging technologies and how to use them securely on state owned computers.

2.0 SCOPE

This standard applies to all state agencies meeting the requirements identified in the State Information Security Consolidated Policy, Section 1.1, Scope and Applicability.

3.0 EFFECTIVE DATES

This standard becomes effective at the time of approval of the State Chief Information Officer (CIO).

4.0 RESPONSIBILITIES

The agency head and appointed agency Information Security Officer (ISO) have the responsibility to ensure the implementation of and compliance with this standard.

5.0 RELATED DOCUMENTS

State Information Security Consolidated Policy, 100
State Information Security Officer (ISO) Roles and Responsibilities, 102

6.0 STANDARDS

6.0.1 The use of internal and Internet-based Instant Messaging software on state-owned computers is explicitly prohibited. This type of uncontrolled communication method is considered a high security risk to state IT resources. All access to such systems from state networks shall be blocked or disabled if possible.

6.0.2 The use of internal Intranet-based Instant Messaging software on state-owned computers is permitted only under the following conditions:

- A. Only for purposes authorized by the Agency.
- B. Disciplinary actions must be clearly defined in agency policies.
- C. Any information (data) subject to retention or classification (confidential) cannot be sent through either medium.
- D. Policies and procedures for the proper use of these programs/systems must be part of an employee orientation signed by the employee and initialed yearly during normal review.
- E. Training regarding this standard should be provided to each employee as part of an ongoing awareness program.



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7.0 DEFINITIONS

Instant Messaging: Abbreviated "IM" is a type of communications service that enables you to communicate in real time over an Internet work, comparable to a telephone conversation but using text-based, not voice-based communication.

8.0 EXCEPTIONS/OTHER ISSUES

Requests for exception to the requirements of this Information Security Standard must be documented, provided to the Office of Information Security (OIS), and approved by the State Chief Information Security Officer (CISO).

<i>Approved By</i>		
Title	Signature	Date
State Information Security Committee	Approved by Committee	1/30/2014
State Chief Information Security Officer (CISO)	Signature on File	8/20/2014
State Chief Information Officer (CIO)	Signature on File	8/20/2014

<i>Document History</i>		
Revision	Date	Change
A	07/08/04	Initial release.
B	08/20/14	Office of Information Security biennial review, replaces standard 4.66