

Supreme Court of Kentucky

2025-30

ORDER

**IN RE: Acceptable Use Policy for Kentucky Court of Justice
Information Technology**

Under Sections 110(5)(b) and 116 of the Kentucky Constitution, the following Acceptable Use Policy for Kentucky Court of Justice Information Technology (hereinafter "Policy") is hereby adopted:

Section 1: Definitions

- 1) "AOC" means the Administrative Office of the Courts and all departments therein.
- 2) "AOC Director" means the Director of the AOC, who acts as the designee of the Chief Justice of the Supreme Court of Kentucky, with authority to administer this Policy.
- 3) "KCOJ" means the Kentucky Court of Justice and all divisions and offices thereof, including the AOC.
- 4) "KCOJ Information Technology" means all system facilities, technologies, and information resources used for information processing, transfer, storage, and communications with the KCOJ. This includes, but is not limited to, all computer/electronic hardware and software and computing and electronic communications devices and services, such as routers, tablets, mobile phones, e-mail, cloud, networks, and Internet, whether leased or owned by the KCOJ.
- 5) "Confidential information" means that information described by Section 2.03 of the Administrative Procedures of the Court of Justice, Part III (hereinafter "KCOJ Personnel Policies").
- 6) "Non-User" means any person who is not a User, as defined herein.
- 7) "ITS" means the Department of Information & Technology Services at the AOC.
- 8) "User" means any KCOJ employee, elected official, appointed official, volunteer, intern, and any individual, whether or not affiliated with the KCOJ, who has been granted access rights to KCOJ information technology, regardless of the time of day, location, or method of access.

Section 2: Purpose

KCOJ Information Technology resources are the property of the KCOJ and are provided to Users to assist them with their work responsibilities and duties and to aid in the effective and efficient operation of KCOJ business. This Policy establishes the responsibilities of Users for the acceptable use of KCOJ Information Technology resources and provides guidelines to Users for such acceptable use.

Section 3: Applicability

This Policy shall be applicable to all Users of KCOJ Information Technology and to all uses of KCOJ Information Technology resources, wherever located.

Section 4: Compliance with Statutes, Rules, and Policies of the Court

The use of KCOJ Information Technology is a privilege conditioned on compliance with this Policy and, where applicable, the KCOJ Personnel Policies, federal copyright laws, the Constitution of Kentucky, Kentucky Revised Statutes, the directives of the Chief Justice of the Supreme Court of Kentucky, and orders of the Supreme Court of Kentucky.

Section 5: User Responsibilities

- 1) Users shall utilize all KCOJ Information Technology in a responsible, efficient, and legal manner.
- 2) A User's ability to connect with a specific Internet site shall not imply that a User is permitted to visit that site.
- 3) Occasional, limited personal use of KCOJ Information Technology is permitted but not encouraged. Limited personal use is acceptable only if such use:
 - a) Does not cause any additional expense to the KCOJ;
 - b) Is infrequent and brief;
 - c) Does not interfere with the performance of any of the User's official duties;
 - d) Does not interfere with the normal business operations of the KCOJ or the User's office, department, or work unit; and
 - e) Does not compromise the security or integrity of KCOJ property, information, or software.
- 4) With regard to Confidential Information:
 - a) Users shall only access, copy, or disseminate Confidential Information using KCOJ Information Technology to the extent necessary to fulfill the

User's official duties and responsibilities, and only to the extent that the User is authorized; and

b) Users are responsible for maintaining the confidentiality of Confidential Information and should take all reasonable measures to prevent the disclosure of Confidential Information with regard to the use of KCOJ Information Technology.

5) Users shall make all reasonable efforts to protect the physical security of all KCOJ Information Technology under the User's care and control.

6) Users shall immediately report to ITS any lost or stolen KCOJ Information Technology.

7) Users will comply with KCOJ equipment standards and inventory control processes.

8) Users should avoid logging into any KCOJ Information Technology from a public computer if possible.

9) Upon separation from employment or office, Users shall return all KCOJ Information Technology issued to them. The KCOJ considers the failure or refusal to return KCOJ Information Technology to constitute a theft.

Section 6: No Expectation of Privacy

1) Users have no right to privacy with regards to any KCOJ Information Technology and all usage of KCOJ Information Technology may be monitored.

2) All information and data processed electronically through, stored on, collected by, or transferred using any KCOJ Information Technology are the property of the KCOJ and are subject to inspection, monitoring, recording, production, or removal at the direction of the AOC Director or his/her designee.

3) Users' internet connectivity and access to all Internet websites may be monitored and logged.

Section 7: Individual Passwords and/or Access Codes

1) Individual passwords and/or access codes used to access KCOJ Information Technology are the property of the KCOJ.

2) Users shall not disclose individual passwords and/or access codes to any Non-User.

3) Users shall not disclose individual passwords and/or access codes to other Users absent a verifiable, reasonable, and necessary business need.

4) Users shall not store or use individual passwords and/or access codes in an insecure manner. This includes, but is not limited to:

- a) The posting of an individual password and/or access code in a non-secure location whereby the password and/or access code can be readily discerned by others; and
- b) The use of an individual password and/or access code in such a manner that the password and/or access code can be readily discerned by others.

Section 8: Prohibited Activities

Users are prohibited from:

1) Accessing, communicating, or storing content or material, whether written, video, images, or sound, on or with KCOJ Information Technology, which could reasonably be considered offensive, intimidating, objectionable, harassing, or otherwise inappropriate, including, but not limited to, the following:

- a) Pornography, sexually explicit or obscene;
- b) Hate speech or speech that is offensive to race, national origin, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, disability, age, genetic information (including family medical history), religion, smoker or non-smoker status, military status, political affiliation, or other characteristic prohibited under federal, state, or local law;
- c) Fraudulent;
- d) Defamation and/or libel;
- e) Harassment;
- f) Intimidation; and
- g) Gambling;

2) Using KCOJ Information Technology for any activity intended to circumvent the security or access control of or the gaining of unauthorized access to any computer system, including KCOJ Information Technology (e.g., hacking).

3) Using any hardware or software tools in conjunction with any KCOJ Information Technology for the purpose of discovering passwords, identifying security vulnerabilities, and/or decrypting files or from compromising secure information by any other means;

4) Using any KCOJ Information Technology for the purpose of writing, copying, executing, or attempting to introduce any malicious computer code designed to

self-replicate, damage, or otherwise hinder the performance of or access to any computer system, including KCOJ Information Technology;

- 5) Knowingly performing any act which will interfere with the normal operations of any KCOJ Information Technology, including computers, peripherals, or networks;
- 6) Knowingly running or installing on any KCOJ Information Technology, or giving to another User, any program, data or information intended to damage or to place excessive load on any KCOJ Information Technology or that may install malware or other harmful programs onto KCOJ Information Technology;
- 7) Using any KCOJ Information Technology in such a manner as to knowingly violate the terms of applicable software licensing agreements or copyright laws;
- 8) Deliberately wasting KCOJ Information Technology resources;
- 9) Performing any acts which would mask the identity of any account or machine within KCOJ Information Technology;
- 10) Attempting to monitor or tamper with another User's electronic communications, or reading, copying, changing, or deleting another User's files or software without the explicit agreement of the other User or the AOC Director;
- 11) Using KCOJ Information Technology for the purpose of harassing, threatening, stalking, defaming, or illegally discriminating against others;
- 12) Utilizing unauthorized peer-to-peer networking or peer-to-peer file sharing;
- 13) Any installation or alteration of software, hardware equipment, or other functions without documented licensing and prior approval from ITS;
- 14) Disabling any security controls, e.g., firewalls, anti-virus software, from any KCOJ Information Technology;
- 15) Modifying any KCOJ Information Technology beyond personal preference settings, e.g., display settings, font size, without coordination with ITS;
- 16) Installing and/or using any encryption software on any KCOJ Information Technology without prior approval from ITS;
- 17) Using KCOJ Information Technology for the buying or selling of goods or services in furtherance of the User's personal business activities or financial gain;
- 18) Using KCOJ Information Technology in a manner that would constitute a violation of any other applicable rule or policy, e.g., the Administrative

Procedures of the Court of Justice, Part III (the Kentucky Court of Justice Personnel Policies); and

19) Leaving any KCOJ Information Technology unattended for any extended period when the User has logged-in using their individual password and/or access code.

Section 9: Responsible Email Usage

1) Users are expected to use KCOJ Information Technology email responsibly and with the purpose of aiding in the effective and efficient business operations of the KCOJ.

2) Emails containing confidential or sensitive information should contain a confidentiality statement and shall not be sent to a non-KCOJ email address unless such activity is consistent with the User's official duties.

3) The following uses of KCOJ Information Technology email are prohibited:

- a) SPAM emails, including chain letters,
- b) Emails containing prohibited content or material, as described in Section 8(1) of this Policy;
- c) Emails containing solicitations for money, for any purpose, unless the User has received prior approval from the AOC Director;
- d) Emails containing solicitations for the buying and selling of goods or services in furtherance of the User's personal business activities or financial gain;
- e) Emails that misrepresent, obscure, suppress, or replace a User's identity on said email;
- f) Emails to statewide distributions groups such as "all KCOJ Employees" or "all AOC Employees," without prior approval of the AOC Director;
- g) Any email activity that would otherwise be prohibited on KCOJ Information Technology.

Section 10: Personal Hardware and Software

1) Users must seek prior approval from ITS and show documented proof of proper licensing prior to any installation of personal software, hardware, or other functions to any KCOJ Information Technology.

2) ITS will not support software or hardware other than KCOJ Information Technology.


- 3) Any User who installs or uses non-approved hardware or software which results in a loss of data or damage to KCOJ Information Technology may be held responsible for said loss or damage.
- 4) Equipment directly connected to the internal network shall be exclusively used by Users unless designated as a "patron station." Patron stations may be provided to facilitate safe, secure access to court records for the general public.
- 5) Users are prohibited from tethering personal devices to KCOJ Information Technology, e.g., using KCOJ Information Technology to create a wireless "hotspot" or the sharing or extension of the network.
- 6) Users shall immediately report to ITS any lost or stolen personal device that is connected to any KCOJ Information Technology, e.g., email or network access.

Section 11: Policy Violations

- 1) Violation of this Policy by any User may result in the User's right of access to KCOJ Information Technology being suspended, limited and/or terminated.
- 2) Access to any website deemed to contain prohibited content or material or considered a security risk by the AOC Director or his/her designee may be blocked at any time without notice, explanation, or right of recourse. If such prohibited content or material is inadvertently accessed by a User the User shall exit the content or material immediately and:
 - a) Users who are employees, interns, or volunteers of the KCOJ shall immediately report the inadvertent access of such material to their supervisor; and
 - b) The supervisor shall notify the appointing authority of the inadvertent access. The appointing authority, with the assistance of the AOC Department of Human Resources, will determine the appropriate response, if any, to the inadvertent access of such prohibited content.
- 3) ITS shall immediately notify the appointing authority or the AOC Director, as may be appropriate, if a User has violated this Policy.
- 4) Any violation of this Policy by a User who is an employee, volunteer or intern of the KCOJ may result in disciplinary action, up to and including termination from employment, pursuant to the KCOJ Personnel Policies.
- 5) Any violation of this Policy by a User who is an elected or appointed official may be referred to the appropriate investigatory and/or disciplinary authority.

All sitting; all concur.

Entered this the 6th day of August 2025.


CHIEF JUSTICE