

CHAPTER 15

INTERNET REQUIREMENTS

PURPOSE:

To define the requirements an individual or office must follow when making Department-related information available on the Internet.

AUTHORITY:

Section 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

REFERENCES:

Chapter 119 and 815, Florida Statutes
Section 24(a), Article I, State Constitution
Security and Use of Information Technology Resources, Topic No: 325-060-020
OIT Standards for Web Domain Name Acquisition and Support
Chapter 8 of this Manual

SCOPE:

This requirement applies to all Florida Department of Transportation (Department) personnel, OPS personnel, and non-Department personnel under contract with the Department who access and distribute information on the Internet.

15.1.1 All users must adhere to the provisions of:

- Chapter 119, F.S., Public Records Law
- Chapter 815, F.S., Computer Related Crimes Act
- Procedure No. 325-060-020, Security and Use of Information Technology Resources

15.1.2 The Department's Website Content Management System (WCMS) must be used for the effective management of internet and consultant websites.

15.1.3 District Offices must work with their Central Office counterparts when publishing files to the Internet to ensure the conveyance of "One FDOT."

15.1.4 Access to the Internet is intended to be used for business purposes and is governed by this procedure and the Department's policy titled ***Procedure No. 325-060-020, Security and Use of Information Technology Resources***. Access to the Internet may be revoked at any time.

15.1.5 Personnel shall not post information on the Web that is exempt from the provisions of ***Chapter 119, F.S., Public Records***, and ***Section 24(a), Article I, of the State Constitution***, or any other specific statutory exemption.

15.1.6 All documents, graphics or other material accessed on or obtained through the Internet must be in accordance with Department policies and procedures. All copyrights and rights of licensure must be adhered to in the use of material on the Internet.

15.1.7 Information technology resources of the Department must be safeguarded. Internet access will be provided by the Office of Information Technology (OIT). All connections from the Department's internal network to the Internet will be through the Department's firewall.

Exemptions to this procedure may be granted if a valid business justification is presented. The valid business justification must have the approval of the office's Director (SMS level) or higher-level manager and the Chief Information Officer (CIO) with the understanding that the cost centers will be responsible for all costs incurred by their staff.

15.1.8 Violations of the Department's requirements, policies, or procedures concerning Internet usage will be reviewed on a case-by-case basis. Misuse or abuse may result in cancellation of privileges to use Internet services. Violations may also result in disciplinary action, up to and including employee dismissal.

15.2 DISTRIBUTING INFORMATION THROUGH THE INTERNET

15.2.1 Prior to developing a new internal or external website, approval must be obtained through the Information Resource Request (IRR) System.

15.2.2 Department Web sites and Web applications must comply with the Americans with Disabilities Act (ADA) and Section 508 Standards, the Florida Department of Transportation (Department) Website Design Guidelines and Internet Web Site Design Standards as documented in the Adopted Technology Resource Standards.

15.2.3 A site review and registration is required prior to the initial publication of a Web site or Web application. This includes externally hosted Internet websites representing a Department business presence.

The review and registration process must be initiated by the site owner or project manager via the [Website Change Request](#) application.

For sites managed by Central Office staff, the request must contain:

- a) Website Name
- b) Website Purpose
- c) Website Domain Name
- d) Website Publication Date (if known)
- e) Website Authors (name, user ID and the assigned role for each author - Site Owner, Site Approver or Site Contributor)
- f) Website SSL Certificate Owner (for externally hosted sites only)

For sites managed by Consultant staff, the request must contain the details above and the following additional information:

- a) Consultant Company Name
- b) Consultant Primary Contact (Name, Address, Telephone, E-Mail)
- c) Consultant Contract Number
- d) Consultant Contract End Date
- e) Consultant Executive Contact (Name, Address, Telephone, E-Mail)
- f) Consultant FDOT Project Manager

The Communications Office will provide a content review to ensure the content of the Web site/application is appropriate, professional and is in accordance with the Website Design Guidelines used by the Department.

Webmaster will offer a technical review and register the website/application in the Website Content Management System.

Modifications to the registration, including site permissions, shall be handled upon request of the site owner. Such requests must be submitted via an Automated Access Request Form.

15.2.4 Material housed in the Department's Website Content Management System will have the Domain Name of FDOT.GOV.

Standard naming conventions will be used for all sites in accordance with the following guidelines:

- Central Office Site (Ex. Aviation) – <https://www.fdot.gov/<sitename>>
- Construction Project Site (Ex. PD&E) - <https://www.fdot.gov/projects<sitename>>
- Event Site (Ex. Mobility Week) - <https://www.fdot.gov/events/<sitename>>
- Topic Site (Ex. Litter Campaign) - <https://www.fdot.gov/topics/<sitename>>

Exemptions to the domain name requirements may be granted if an office provides a valid business justification. When establishing a Web site, a WWW Internet Domain Name (other than FDOT.GOV) is sometimes required for multi-agency initiatives. All WWW Internet domain names which represent the Department are to be owned and managed by OIT. If a domain name is required, a request for approval must be submitted via the Information Resource Request System. Domains are purchased and renewed annually by the Office of Information Technology. The request for approval must contain:

- a) desired WWW Internet Domain Name
- b) full IP address of the hosting server
- c) description of the content of the site
- d) technical and administrative contacts (phone and e-mail address)

The purchase, ownership, renewal, and technical support of the requested WWW Internet Domain Name must be initiated and managed by OIT.

TRAINING:

Web authors are expected to have a basic understanding of the Web development process. Authors must take the application training made available for the Website Content Management System via Learning Curve, or YouTube if under contract. Any additional training that is required should be requested through the Web author's supervisor.

FORMS:

None Required.

METHODS & PRACTICES RESOURCES:

None Available.