

Date: June 14, 2006  
To: All DHS employees  
From: Information Security Office  
Subj: Use of music CDs and DVDs on state equipment

For the past several months, the playing of CDs and DVDs on state-owned computers has been banned, pending the resolution of concerns about information security and copyright risks.

In keeping with advice from the Attorney General's office and existing DHS policies, the department has determined that employees may play music CDs or DVDs using state equipment, provided they adhere to the following restrictions:

- Employees are not allowed to transfer music from the CD to the workstation or notebook hard drive.
- Audio CDs that require the user to install software on the workstation or notebook computer may not be played.
- State workstations and notebook computers may not be used to make "compilation" CDs or to "burn" audio or video disks for personal use.
- State workstation and notebook computers may not be used to transfer music to portable music players such as Apple iPods, Nanos, Shuffles, or other MP3 devices.
- Peer-to-Peer (P2P) file sharing may result in copyright violations or open communication channels through the firewalls, and is prohibited on the DHS network. Examples of P2P software are Napster, Kazaa, Morpheus, WinMX, eDonkey, BitTorrent, Gnutella, Limewire, Bearshare and others.
- Any exceptions must be approved and documented by ISO.

**Managers should review the following policies with their staff:**

[DHS-070-004 Acceptable Use of Information-related Technology](#)  
[DHS-070-014 Information Technology Asset Management](#)

**If you have questions regarding this message you may contact the Information Security Office at 503-945-6812 or [dhsinfo.security@state.or.us](mailto:dhsinfo.security@state.or.us).**