Ship Communication Policy

International Ocean Discovery Program

JOIDES Resolution Science Operator

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Contents

JRSO SHIP COMMUNICATIONS POLICY

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Purpose

This document outlines the *JOIDES Resolution* Science Operator (JRSO) policy for communications to and from the research vessel *JOIDES Resolution*.

Introduction

Communication Methods

Email, social media, telephone, web browsing, web conferencing, direct messaging, and large file transfer services are available for use by all science party members and JRSO staff who work aboard the *JOIDES Resolution*. See the ***Personal Communication Services*** section below for additional information.

Internet Access

Available bandwidth on the *JOIDES Resolution* is limited. In order to maintain acceptable performance levels, the JRSO limits the number of computers with Internet access. The JRSO's practice is to provide several Internet access computers in the Science User room, along with access in each laboratory space. As a general rule, no other computers, including personal laptop computers, smart phones, or other devices, may connect to the Internet. See the ***Internet Access Exception*** section below for additional information.

Policy Compliance

All JRSO employees and guests who communicate between the *JOIDES Resolution* and shore using the shipboard communication services outlined in this policy are required to comply with all JRSO and Texas A&M University (TAMU) communication-related policies (see ***Rules for Responsible Computing*** and ***TAMU Information Security Controls Catalog***). Three important TAMU policy excerpts are highlighted below.

Privacy

TAMU Standard Administrative Procedure 29.01.03.M0.02 (***Rules for Responsible Computing***, Section 2, Privacy) states in part:

> *While there is no expectation of privacy beyond that which is expressly provided by applicable privacy laws, the privacy of data will be maintained to the extent possible in the course of all custodial operations and access.*

Criminal and Illegal Acts

TAMU Standard Administrative Procedure 29.01.03.M0.02 (***Rules for Responsible Computing***, Section 4, Criminal and Illegal Acts) states in part:

Information resources of the university, which include the hardware, software and network environment, shall not be used for illegal activities. Any such use of these resources will be dealt with by the appropriate university authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve unauthorized access; intentional corruption or misuse of information resources or facilities; theft; obscenity; child pornography; or, illegal discrimination, sexual harassment and related retaliation.

Malicious Code Protection

The ***TAMU Information Security Controls Catalog*** Prevention and Detection Control Group, Section SI-3, states in part:

For each computer connected to the Texas A&M network, security updates from the manufacturer of the appropriate operating system, and/or application software, must be kept current (e.g., patched and updated). Security obsolesced software (e.g., no longer supported by the manufacturer) is not permitted on the campus network unless an exception is granted by the Chief Information Security Officer (CISO) and mitigating controls are in place. Where feasible, personal firewall software or hardware shall be installed to aid in the prevention of malicious code attacks or infections. E-mail attachments and shared files of unknown integrity shall be scanned for malicious code before they are opened or accessed. Software to safeguard against malicious code (e.g., anti-virus, anti-spyware) shall be installed, enabled and functioning on susceptible information resources that store or process university data. Where possible, the automatic update feature of the software that safeguards against malicious code shall be enabled. Software safeguarding information resources against malicious code shall not be disabled or bypassed. The settings for software that protect information resources against malicious code should not be altered in a manner that will reduce the effectiveness of the software. The automatic update frequency of software that safeguards against malicious code shall not be altered to reduce the frequency of updates.

Personal Communication Services

Email

Official business email correspondence is handled by the shipboard email server, which can be accessed using any one of the many general-use computers provided on each expedition. JRSO email services may also be accessed using a POP- or IMAP-compliant email client on personal computers. All shipboard JRSO staff and IODP science party members will be assigned a shipboard email account for their use. Accounts are activated after individuals agree to the terms of this policy by signing the JRSO Invitation to Sail.

User Responsibilities

Each user is responsible for all incoming solicited and unsolicited email. Therefore, it is important that users release their personal shipboard email address only to those from whom they wish to receive communications while aboard the ship. To economize available communication resources (bandwidth), users should not subscribe to list servers or forward email from their shore-based accounts to the ship.

Shipboard Email Addresses

All shipboard participants and employees are assigned an email address and initial password, which they should change upon receipt. Users are responsible for the protection of their accounts and passwords against unauthorized use. Addresses take the following general form:

JRSO employees JR_<lastname>@ship.iodp.tamu.edu

Expedition participants JRS_<lastname>@ship.iodp.tamu.edu

Where identical last names exist, the first initial of the first name is added as a suffix to the last name, preceded by an underscore (e.g., jrs_smith_j@ship.iodp.tamu.edu).

Where identical first initials and last names exist, special arrangements for an email address will be made by the shipboard Marine Computer Specialists.

Social Media

Blogs and social media postings should treat the JRSO, its employees, expedition participants, and IODP affiliate organizations with respect. Confidentiality agreements about expedition science must be upheld.

Telephone

Telephone service on the *JOIDES Resolution* connects to local telephone service in College Station, Texas, USA. All calls to/from other shore locations are long distance and must be paid for by the caller. Communications directed from the shore are restricted to business use and for emergency personal communications only.

Routine Personal Communications

The *JOIDES Resolution* offers three locations where JRSO staff and science party members can make routine outgoing personal calls. However, no incoming personal calls may be received on the ship (see ***Emergency Personal Communications***). Shipboard participants may use a calling card to pay for outgoing long-distance phone calls.

Emergency Personal Communications

Telecommunications between the ship and the public are configured to be initiated from the ship. In case of personal emergencies, where relatives need to contact an individual on the ship, please call the JRSO Director (979-204-9571) or JRSO Assistant Director (979-220-2103). One of these two JRSO staff will contact the shipboard individual. Urgent personal messages can also be sent to individuals on the *JOIDES Resolution* via email if known. Otherwise, email addresses for the JRSO Director and JRSO Assistant Director are malone@iodp.tamu.edu and acton@iodp.tamu.edu, respectively.

Web Browsing

A select number of computers on the *JOIDES Resolution* offer Internet browsing for professional and personal use. Those new to the shipboard environment will find web browsing performance via satellite communications is much slower than high-speed Internet services on shore. Additionally, expedition participants should know that video streaming services, such as YouTube, are blocked in order to conserve limited bandwidth.

Video Conferencing

The *JOIDES Resolution* offers Zoom video web service for IODP education and outreach and personal use. Zoom is available on one computer in the Science User room (lower tween deck) for personal use by science party members and JRSO staff. Science party members who wish to use Zoom are encouraged to sign up for a free account at ***https://zoom.us*** before sailing. Zoom sessions are limited to 15 minutes per session. A signup list is available next to the Zoom computer. Only computers authorized by the JRSO Director may use Zoom on the *JOIDES Resolution.*

Large File Transfer

Because of the high latency of satellite communications, large file attachments put the delivery of email messages in jeopardy. Users sending email off the ship should limit the size of attachments to no more than 15 megabytes. If required, it is possible to transfer larger files to and from the ship with help from one of the shipboard Marine Computer Specialists (MCS). Dropbox and other similar commodity services are not available for use on the *JOIDES Resolution.*

Internet Access Exception

The Expedition Project Manager has the authority to designate individual JRSO and science party personal computers as Internet accessible on a mission-specific basis, provided the need is compelling and directly benefits the expedition. Occasionally the JR operates in areas where the satellite communications service provider offers additional bandwidth beyond the maximum information rate of 6 Mbps. In such cases, the JRSO Director may temporarily designate JRSO staff and science party personal computers or some other internet device as internet accessible for a portion or all of the expedition, depending on the impact to operations. Under no circumstances shall a personal computer, smart phone, or any other device be used as a Wi-Fi repeater to extend internet services to other devices. Mission-specific changes revert to the previous baseline configuration at the end of each expedition.

JRSO Communication Services Terms and Conditions

The JRSO provides email and Internet services to the scientific participants and staff aboard the *JOIDES Resolution* to allow contact with shore-based workers, friends, and family members during each expedition. Email service is maintained by Texas A&M University. The following rules apply:

- Sexually explicit material shall not be displayed, archived, stored, distributed, edited, or recorded while using JRSO network and/or computing resources.
- Though extremely rare, Texas A&M University does have the right to review and audit JRSO email accounts managed on university-owned and personal computers and devices at any time, as needed to investigate suspected illegal or inappropriate use (see the ***Privacy*** section in this policy).
- Users may not knowingly use JRSO facilities, services, or equipment to download or distribute pirated software or data.
- Users may not use JRSO computer facilities, services, or equipment to deliberately propagate any virus, worm, Trojan horse, trap-door program code, or malicious code or to crack passwords.

- JRSO services may not be used to infringe on copyright; perpetrate fraud; distribute defamatory racial, religious, ethnic, or gender statements; or otherwise inflict harm on any third party.

Enforcement

Misuse of JRSO communications services could result in termination of network services to the *JOIDES Resolution* by Texas A&M University and/or action by our satellite service provider, putting the expedition at risk. Misuse of any kind could result in termination of computer and network privileges to the user and notification to the individual's immediate supervisor. All users are advised that violation of some policies and statutes may result in criminal prosecution. See TAMU Standard Administrative Procedure 29.01.03.M0.02 (***Rules for Responsible Computing***) for additional information.