

POLICY

Approved: September 15, 2004

Effective: September 15, 2004

Office: Administrative Services

Topic No.: 21-02-004

Angela Orkin, Executive Director

USE OF INFORMATION TECHNOLOGY RESOURCES

It is the policy of the Program to use information technology resources to carry out the mission of the Program and to promote efficiency and improved communications with our internal staff, volunteers and constituents. It is intended that information technology resources be used for business purposes.

All computer software and hardware used by the Program staff in the performance of their duties shall be Program owned and leased, unless specifically approved in writing by the Information Technology Director.

All employees who use licensed or copyrighted software must adhere to the terms and conditions of the license or copyright.

Outside data, software or documents are permitted in two cases: (1) The Program approved data, software or documents are furnished by a vendor, consultant or contract; and (2) Program approved data, software or documents are developed or altered at the employee's home. In both instances, the data, software must be scanned for viruses before being used on a Program computer in accordance with Program standards.

Passwords which prevent workstations from booting or powering up shall not be used on any Program owned or leased microcomputers or workstations, unless previously approved in writing by the employee's supervisor. The employee's supervisor shall be responsible for determining if a security reason exists that would justify the use of passwords.

If passwords are approved, by the employee's supervisor, the supervisor will be responsible for having a copy of the current password in a sealed envelope available for use when required by authorized Program personnel.

Under no circumstances shall game or entertainment software reside or be utilized on Program owned or leased machines. Games are not to be used for computer training. All games included in an authorized software package (i.e., WINDOWS, DOS) must be removed immediately.

Program owned or leased computers may be used for educational and training purposes when it is beneficial to the State and approved in advance by the employee's supervisor or higher management, for the following programs and/or related courses:

- (1) Certified Public Manager (CPM);
- (2) Education Leave with Pay (ELWP); and
- (3) Any course, which meets a job need as determined by the supervisor, including Program conducted courses taught by and/or for the Program.

This does not include tuition free courses taken by employees at a state university or community college on a space available basis.

The Program expects each employee to use good judgment and common sense in the workplace to avoid abuse and inappropriate use of resources. It is inappropriate to use any resource which will: interfere with the timely performance of the employee's normal work duties; cast disrespect or adverse reflection upon the Program; reduce public confidence; support a personal business; support political or religious activities; or detract from the Program's routine functions. Furthermore, it is inappropriate for employees to access, send, store, create or display sensitive materials including, but not limited to, gambling, any illegal activity, sexually explicit materials or materials that include profane, obscene or inappropriate language, or discriminatory racial or ethnic content. Such activities will be considered misuse or abuse of resources and will be subject to action under the Program's disciplinary procedures. The Program may conduct reviews of information technology resources to detect abuse or misuse, with or without notice to the employee.

ALL EMPLOYEES AND ANYONE UNDER CONTRACT WITH THE PROGRAM ARE REQUIRED TO ADHERE TO THIS POLICY. Misuse or abuse of information technology resources is subject to disciplinary action, up to and including dismissal.

This policy shall not be construed to prohibit the authorized evaluation of hardware, software or new technologies.

The Program's intent, through this policy, is to contribute toward a progressive work environment. However, since we are in the public sector, we cannot tolerate abuse of the policy.