

## Idaho Technology Authority (ITA)

### ENTERPRISE POLICY – P1000 GENERAL POLICIES

Category: P1060 – EMPLOYEE STATE ISSUED IT DEVICES

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#### I. AUTHORITY

Authority: Idaho Code § 67-833

Idaho statute states in part “the Idaho Technology Authority shall:

Within the context of its strategic plans, establish statewide information technology and telecommunications policies, standards, guidelines, conventions, and comprehensive risk assessment criteria that will assure uniformity and compatibility of such systems within state agencies;”

#### II. ABSTRACT

This IT Device policy is designed to help employees understand management’s expectations for providing employees’ State Issued IT Devices for use in carrying out their job responsibilities and to help the employees to use State IT resources wisely. Proper use of a State Issued IT Device greatly increases the productivity of the employee and provides an efficient electronic communication tool between employees and agencies, while saving significant time and money in the development of written or electronic “products” relating the functioning of State government. Unlawful or unauthorized use of State Issued IT Devices may increase costs and expose the State of Idaho and/or the individual State employee to significant legal liabilities.

#### III. DEFINITIONS

State Issued IT Device – Any IT asset purchased or leased by the State, assigned to an individual State employee or department for use of that State employee or department for carrying out official duties and responsibilities to the State of Idaho.

#### **IV. POLICY**

1. The State of Idaho has the right to monitor the use of State Issued IT Devices at any time. Therefore, users should not have any expectation of privacy as to the use of State issued IT devices.
2. The primary purpose of the State Issued IT Devices is to conduct official State business. State employees may occasionally use State Issued IT Devices for individual, nonpolitical purposes on their personal time, if such use does not violate the terms and conditions of this policy or interfere with State business.
3. Use of State Issued IT Devices must comply with ITA Policy [P1040](#) (Employee Email and Messaging Use), ITA Policy [P1050](#) (Employee Internet Use), and all other federal, state, or local laws and regulations, Executive Orders, or any other ITA or department adopted policies, procedures, standards, or guidelines.
4. Users of State Issued IT Devices may not load, download, or distribute pirated software or pirated data from any source, nor any inappropriate images.
5. Users of State Issued IT Devices may only load or download State approved software with direct business use and must take all necessary actions to have such software properly licensed and registered as required. Downloaded software must be used only under the terms of its license.
6. Users of State Issued IT Devices may not load or download entertainment software and games, or play games from any source on State Issued IT Devices.
7. The State may inspect all data and files stored, generated, or transmitted on or by a State Issued IT Device.
8. Authorized users can be held accountable for unauthorized or illegal use of State Issued IT Devices issued to that State employee. Such violations of this policy may result in disciplinary action.
9. Authorized users are to ensure access to State Issued IT Devices assigned for their use are secure from use by unauthorized users and that access is limited to the State employee the State Issued IT Device is assigned.

#### **V. EXEMPTION PROCESS**

Refer to ITA Policy [P1010](#) (Information Technology Policies, Standards, and Guidelines Framework).

## **VI. PROCEDURE REFERENCE**

The guideline for employee personal computer use is detailed in the ITA Guideline [G540](#) (Mobile Devices).

## **CONTACT INFORMATION**

For more information, contact the ITA Staff at (208) 605-4064.

## **REVISION HISTORY**

- 05/30/19 - Revised to modernize Section II.
- 07/01/18 – Updated Idaho statute references.
- 04/05/18 – Modernized terminology and definitions.
- 07/16/14 – Updated Section I. Authority to be consistent with Idaho statute.
- 07/01/13 – Changed “ITRMC” to “ITA”.
- 6/16/09 – Added Exemption Process and Procedure Reference to this policy; changed the layout and deleted Timeline.
- 11/15/06 – Updated Authority section to reference Executive Order 2005-22.

Date Established: October 17, 2001