

Treasury Documentation**Subject:** Electronic Media, Acceptable Use**For:** EMPLOYEE HANDBOOK**Also See:** ET-03089; DTMB
Policy 1460.00

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Replaces	ET-03116 (6-1-2006) Page 1 of 2

General

The purpose of this Policy is to set forth the acceptable use of electronic media in the Department of Treasury (Treasury). Maintaining an environment of responsible use minimizes the exposure to risks inherent in the use of the electronic media.

Electronic media refers to systems, networks, devices and equipment used to store, access, transmit, reproduce and otherwise use information in electronic form. Electronic media includes, but is not limited to, information technology resources such as servers, Internet and Intranet access, telecommunications network, e-mail services, software applications and programs. Electronic media also includes, but is not limited to, such devices and equipment as State computers, transportable digital memory devices, printers, photocopiers, scanners, and fax machines.

Electronic media is subject to the same laws, regulations, policies and other requirements as information communicated in other forms. Information that is considered a public record remains subject to the provisions of the Freedom of Information Act, even if it is transmitted or retained electronically.

Authorized Users

Use of and access to Treasury electronic media is limited to authorized individuals. Authorized individuals are:

1. Treasury employees with prior supervisory approval.
2. Personnel under contract to Treasury with the prior approval of the contract administrator.
3. Other State employees assigned to Treasury, such as auditing, repair, or support personnel.

Acceptable Uses

Authorized users may only use Treasury's electronic media to perform tasks directly related to their assigned duties. Treasury electronic media shall not be used for non-business-related activities.

Use of electronic media can be monitored and accessed by supervisory, managerial and executive staff, or technical support staff when authorized, at any time for reasons including, but not limited to, suspected illegal activities, inappropriate use, security violations, technical problems or other legitimate business requirements. Treasury's Office of Human Resources is to be contacted for information on the proper procedure and requirements to review or monitor an employee's electronic media use.

Treasury provides no assurances, and Treasury employees have no expectation, of privacy for electronic exchanges that occur on State time or involve State equipment, including before and after work hours, lunch hours and break times.

Treasury employees who do not follow this Policy may be subject to disciplinary action according to Treasury's policies, procedures and appropriate labor agreements.

Users' Responsibilities

1. Users must take all reasonable precautions to protect the security of their electronic information and access.
2. Users are responsible for the content of messages, attachments, or other documents sent from their e-mail accounts.
3. Treasury employees must comply with applicable software licensing agreements and/or copyright laws. No software copy is to be made by any user without a prior, good faith determination that such copying is, in fact, permissible and that the licensing restrictions have been met.
4. Users are responsible for complying with State and Treasury security and acceptable use policies, including the Department of Technology, Management and Budget (DTMB) Policy 1460.00.

Additional Information

For additional information, see DTMB Policy 1460.00 regarding acceptable use of the State's information technology resources. The Policy may be found on Treasury's Intranet Technology Web page.

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