

Information Technology (IT) Resources Acceptable Use Policy

Issue Date: June 1, 2004

Effective Date: June 1, 2004

Number: HHSS-2004-003

1.0 Purpose

HHSS and State IT Resources can be effective tools for HHSS staff provided they are used appropriately and adequately protected. Effective use and security is a team effort involving the participation and support of every HHSS employee and affiliate that deals with information and/or information systems. It is the responsibility of every IT resource user to know HHSS policies and guidelines, and to conduct their activities accordingly. The purpose of this policy is to:

- Define acceptable use of HHSS and State IT Resources
- Promote effective and efficient use of information technology resources.

IT resources referred to in this policy include those managed by the Information Systems & Technology (IS&T) Division of HHSS Finance and Support and the contracted resources managed by the Department of Administrative Services. These resources included but are not limited to computer hardware and software, data storage, portable digital devices, network communication infrastructure, network access, Internet/Intranet/Extranet access, and electronic communication (i.e., E-mail, Instant Messaging, data exchange).

2.0 Scope

This policy applies to employees, contractors, consultants, temporary employees, volunteers, and other workers employed by HHSS. This policy applies to all HHSS and State IT resources owned, leased or supported by HHSS. Standards and procedures associated with this policy define how HHSS staff and agents may use HHSS and State IT resources in the following categories:

- Computer Hardware (including but not limited to personal computers, printers, portable digital devices, laptop computers, mainframe computers, and servers)
- Network Infrastructure and Network Access
- Internet/Intranet/Extranet Access
- Electronic Communication (E-mail, Instant Messaging, data exchange).
- Wireless Access and Wireless Access Devices.

- Security Safeguards
- Remote Access

3.0 Policy

HHSS recognizes the State of Nebraska Acceptable Use Policy for the State Data Communications Network (SDCN) as published by the Nebraska Department of Administrative Services Division of Communications.

HHSS and State IT resources are the property of HHSS and the State of Nebraska and are provided for the specific and express purpose of performing state business. Acceptable use of HHSS IT resources and the state SDCN/HHSS IT communication network is limited to activity directly related to performing state business as outlined in HHSS standards and procedures published in association with this policy.

Use of IT resources for any purpose other than to carry out state business will be considered a violation of this policy. HHSS owns all information compiled, stored, and used by HHSS employees and contracted partners and reserves the right to monitor all IT resources to verify compliance of this policy.

4.0 Policy Standards

Associated Standards published subsequent to this policy provide specific guidelines for compliance to the policy. Standards reflect current guidelines and may be updated as necessary to meet changes in state and federal rules and regulations and changes in technology implemented in HHSS.

[Information Technology \(IT\) Resources Acceptable Use Standard](#)

5.0 Enforcement

Should a violation of this Acceptable Use Policy occur, the individual who committed the violation shall be personally responsible for their own actions and any reasonably foreseeable consequences of those actions. Any employee found to have violated this policy may be disciplined in accordance with the applicable workplace policies and labor contracts. Such discipline may include termination of employment.

6.0 Revision History

HHSS Legal Review: April 9, 2003

HR Legal Review: April 24, 2004

HR Legal Review: March 12, 2004

Policy Cabinet Approval: April 13, 2004

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