

# Department of Finance and Administration

## Acceptable and Appropriate Telephone and Technology Use Policy January 2021

Please read the following statements carefully. Use of the agency's telephone, telecommunication, and computer resources implies consent to abide by these statements. A signed copy of this form will be on file in your personnel file.

### Telephone and Telecommunication Usage

- Generally, land-line telephones should be used for legitimate state business only; however, brief and occasional personal use is acceptable.
- Personal use of state-owned wireless communication devices, to include, but not be limited to, smart phones, tablets, laptops, and other portable devices is strictly prohibited.
- Long distance cellular calls that are not business related, long distance access codes, and state issued calling cards are never authorized for personal use.
- Personal use of personal phones and other mobile devices must never directly or indirectly impede the conduct of state business.
- Access privileges may be revoked at any time and for any reason. Abuse of access privileges may result in appropriate disciplinary action.
- Employees need to be aware that cellular phone transmissions are not secure transmissions. Confidential information regarding official business should only be made from a secure environment.

### Computer Resources

- I understand I am the only person authorized to access resources with my User Id and Password. (Password sharing is not allowed for network security reasons.)
- Files should be saved on the network where they will be backed up on a set schedule, and never to the local hard drive, which includes the desktop. Saving files on local hard drives is not supported.
- Installing software on the state resources is to be done only by DFA Office of Information Technology (OIT). Requests should be made to helpdesk@dfa.ms.gov or to the help desk phone line at 601-359-3695.
- For security reasons, the MS Dept of Information Technology Services (ITS) prohibits some software applications. These applications may include communication, file sharing, messaging, and streaming software.
- ITS also prohibits internet video and streaming audio for any reason other than official state business.
- I understand that state resources are to be used for state business only.
- Software copyrights and licensing are never to be violated. Employees are responsible for using software in a manner consistent with the manufacturer's licensing agreement.
- Computers should be locked (CTRL +ALT+Delete, Lock Workstation) when you are away from your desk.

DFA reserves the right to immediately restrict access privileges of individuals who have violated this policy until suitable, comprehensive disciplinary action is determined. Action may be taken immediately by DFA in any case of suspected violation of this policy. The affected user will be notified when such action is taken.

**By signing below I acknowledge receipt of and agree to abide by the foregoing policy:**

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date