

Idaho Technology Authority (ITA)

ENTERPRISE POLICY – P1000 GENERAL POLICIES

Category: P1060 – EMPLOYEE PERSONAL COMPUTER USE

CONTENTS:

- I. [Authority](#)
- II. [Abstract](#)
- III. [Definitions](#)
- IV. [Policy](#)
- V. [Exemption Process](#)
- VI. [Procedure Reference](#)
- VII. [Contact Information](#)
[Revision History](#)

I. AUTHORITY

Authority: Idaho Code § 67-5745C(3)
Executive Order 2005-22

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 Employee Personal Computer Use policy is designed to help employees understand management’s expectations for providing employees’ desktop, laptop and/or handheld/PDA computers, (personal computers) for use by State employees in carrying out their responsibilities and to help the employees to use State resources wisely. Proper use of a personal computer greatly increases the productivity of the user 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 personal computers may increase costs and expose the State of Idaho and/or the individual user to significant legal liabilities.

III. DEFINITIONS

Personal Computer – Any desktop, laptop, handheld/PDA or mobile computer purchased or leased by the State and assigned to an individual employee or department.

IV. POLICY

1. The personal computer is a tool for meeting the business needs of the department. It is State property and the agency has the right to monitor the use of such property at any time. Therefore, users should not have any expectation of privacy as to the use of State computers.
2. The primary purpose of the personal computer is to conduct official business. Employees may occasionally use personal computers 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 personal computers must comply with [ITA Policy P1040 – Employee Electronic Mail 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 personal computers may not load, download or distribute pirated software or pirated data from any source, nor any inappropriate images.
5. Users may only load or download 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 may not load or download entertainment software and games, or play games from any source on State owned or leased personal computers.
7. The State has the right to inspect any and all files stored in secured areas of State networks, on computing devices owned or leased by the State, or on any other storage medium provided by the State for State business (i.e. floppy disks, tapes, CD's, DVD's, and other media) in order to monitor compliance with this policy.
8. A State employee can be held accountable for unauthorized or illegal use of State owned or leased personal computers. Such violations of this policy may result in disciplinary action.
9. Users are to ensure access to personal computers is secure and limited to State employees for official business and make every effort to keep the machine clean and in good working order.

V. EXEMPTION PROCESS

Refer to [Policy 1010 – Information Technology Policies, Standards, and Guidelines Framework](#).

VI. PROCEDURE REFERENCE

The guideline for employee personal computer use is detailed in the ITA Information Technology [Guideline 540 – Mobile Devices](#).

CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 332-1876.

REVISION HISTORY

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.

11/15/2006 – Updated Authority section to reference Executive Order 2005-22.

Date Established: October 17, 2001