

Department of Finance and Administration

Acceptable and Appropriate Telephone and Technology Use Policy

March 2007

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, pagers, personal digital assistants, and cell phones, 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 phones and pagers 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 be made from a secure environment.
- Business facsimile/telex transmissions shall include a confidentiality notice that shall limit delivery and distribution. A template for a fax cover sheet can be found at www.dfa.state.ms.us under the DFA Forms link for General Policy

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. 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.state.ms.us or to the help desk phone line at 601-359-3695, Option 1.
- For security reasons, the MS Dept of Information Technology Services (ITS) prohibits some software applications. These applications include Gator, Kazaa, Webshots, Weatherbug, and any instant messaging software such as AOL instant messenger, MSN messenger, Yahoo messenger, etc.'
- 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.
- Personal computers should be locked (CTRL +ALT+Delete, Lock Workstation) when you are away from your desk.
- All users must log-off the network and power down their PC when leaving for the day. (Files and email are not backed up when left open.)

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 and may file any resulting grievance according to the grievance procedures outlined in the SPB Policies and Procedures Manual.

Employee's Name (Please Print)

Employee's Signature

Date