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SUBJECT: Use of IT Resources		EFFECTIVE DATE: 03/14/00	
OFFICE OF MIS:		DATE:	
SECRETARY OF DHHR:		DATE:	

1.0 PURPOSE

The Department of Health and Human Resources (DHHR) provides its employees with access to Information Technology (IT) resources as required for the performance and fulfillment of job duties. This policy defines the responsibilities of both the DHHR and the employee in regard to these resources.

2.0 SCOPE

This policy applies to all employees who use DHHR systems.

3.0 APPLICABLE DOCUMENTS/MATERIALS

- 3.1 DHHR [IT Policy 0502](#) – Virus Prevention, Detection, and Removal
- 3.2 DHHR [IT Policy 0510](#) – E-mail Guidelines and Requirements
- 3.3 DHHR [IT Policy 0511](#) – IT Network Security
- 3.4 DHHR [IT Policy 0512](#) – IT Information Security
- 3.5 DHHR [IT Policy 0518](#) – Access Authorization and Modification
- 3.6 DHHR [IT Policy 0520](#) – Acceptable Workstation Use
- 3.7 DHHR [IT Policy 0521](#) – Jump Drives
- 3.8 OMIS Operating Procedure (OP)-12 – E-mail
- 3.9 OMIS OP-28 – Jump Drive Installation Instructions
- 3.10 DHHR [Policy Memorandum 2104](#) – Progressive Discipline
- 3.11 DHHR [Policy Memorandum 2108](#) – Employee Conduct
- 3.12 West Virginia Freedom of Information Act – WV Code, [Chapter 29B](#)

4.0 RESPONSIBILITY/REQUIREMENTS

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4.1 Overview of Technologies

4.1.1 DHHR defines two types of IT resources; technologies that create records, and those that do not.

4.1.1.1 Those that create records include, but may not be limited to, the Internet, the Intranet, e-mail, fax, voice mail, and any emerging technologies.

4.1.1.2 Those that do not create records include, but may not be limited to, computer hardware and software, telephones, cell phones, pagers, two-way radios, and other communication devices.

4.2 DHHR Responsibilities

4.2.1 The DHHR has the right to monitor and review employee use as required for legal, audit, or legitimate authorized state operational or management purposes.

4.3 Employee Responsibilities

4.3.1 Only minimal personal use of DHHR IT resources is allowed, and should not interfere with the legitimate business of the State.

4.3.2 Access to any state-provided IT resource may be denied or revoked at any time for any reason without notice.

4.3.3. Access and privileges on DHHR applications systems are assigned and managed by the administrators of specific systems. Eligible individuals may become authorized users of a resource or system and be granted appropriate access and privileges by following the approval steps for that resource or system.

4.3.4 Inappropriate use of state-provided IT resources posing the risk of disruption to DHHR activities is prohibited. (See Appendix B)

4.3.5 Employees will be informed about confidentiality, privacy, and acceptable use of state-provided IT resources as defined in this policy. Detailed information is available in the following appendices:

[Appendix A](#) - Responsibilities

[Appendix B](#) - Unacceptable Use of IT Resources

4.4 Privacy Issues and Legal Implications

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4.4.1 Employees should have no expectation of privacy while using state-provided equipment.

4.4.2 E-mail and other electronic files create a record and may be accessible through the discovery process in the event of litigation.

4.5 Retention/Disposition of IT Records

4.5.1 IT records are retained or disposed of in accordance with the policies and regulations associated with those records.

4.6 Enforcement Authority

4.6.1 The Information Security Officer (ISO) is the person designated by the CTO to monitor and provide initial enforcement of DHHR's information security program and IT policies.

4.6.2 The Information Security Liaisons (ISL) are employees assigned by the Bureau Commissioners and/or Office Directors to assist the ISO in the protection of information resources.

4.6.3 The Office of the Inspector General (OIG) is the authority who investigates reported instances of Departmental employee misconduct.

4.7 Violations and Disciplinary Action(s)

4.7.1 All suspected violations of this policy will be reported to a supervisor in the chain of command above the employee.

4.7.2 The supervisor or designee will review the facts; and if it is suspected that a violation may have occurred, the matter will be referred to the Office Director of the Bureau Commissioner for appropriate action.

4.7.3 As determined by the Office Director or the Bureau Commissioner, instances of abuse or misconduct, depending on the circumstances, will be referred to either the ISO or the OIG for further investigation.

4.7.4 Employees who willfully or knowingly violate or otherwise abuse the provisions of this policy may be subject to: (1) disciplinary action as outlined in DHHR policy memorandum 2104; or (2) criminal prosecution.

5.0 DEFINITIONS

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- 5.1 Chief Technology Officer (CTO) – The director of OMIS and the person responsible for all information resources within the DHHR.
- 5.2 Emerging Technologies – Technologies that are yet to be invented or implemented within the DHHR.
- 5.3 Employee – Individuals employed on a temporary or permanent basis by the DHHR; as well as contractors, contractors' employees, volunteers, and individuals who are determined by the Bureau or Office to be subject to this policy. For the purposes of this policy, this also refers to anyone using a computer connected to the DHHR network.
- 5.4 Office of Management Information Services (OMIS) – Office that reports directly to the DHHR Secretary for Administration and provides leadership, innovation, and services needed to achieve efficient and effective technology solutions to meet the goals of the DHHR.