



Use of State Equipment

Purpose

State owned assets, such as telephones, cellular phones, and equipment, are intended to be helpful devices to assist the Ohio Department of Agriculture (ODA) employees in efficiently and effectively serving the public. They are to be used to conduct official state business and perform duties as assigned. The purpose of this policy is to ensure that ODA employees are consistently and uniformly using state equipment for state purposes.

This policy serves as a notice to the employees of ODA that they shall have no reasonable expectation of privacy in conjunction with their use of state-provided IT resources. All use of state equipment may be subject to review, investigation and public disclosure. ODA has the authority and right to review individual employee files and use of state equipment. In addition, ODA reserves the right to monitor and report findings to appropriate supervisors and authorities, including those who are the subject of a court order, subpoena, or other process of law.

Authority

- a. O.R.C. § 124.34
- b. O.R.C. § 2909.04-5
- c. O.R.C. § 2913.04
- d. O.R.C. § 2921.41

Reference

ODA Information Technology Resource Usage (IT-09.05/15) Policy

Scope

This policy applies to all ODA employees and officials, as well as contractors, temporary personnel, and other agents of ODA who use state equipment, including but not limited to, desktop, laptop and notebook computers, printers, digital copiers, facsimile machines, applications and services such as software, subscription services, cameras, e-mail, and Internet access.

Guidelines

1. State IT resources shall only be used for state business except for limited and incidental personal use.
2. Personal use of state equipment is prohibited other than the limited incidental personal use that does not interfere with the employee's job performance, the efficiency of the office, or the proper functioning of the computer system and is not proscribed as an unauthorized use in the following paragraphs.

Prohibitions



Any use of state equipment that is unlawful, improper, or has the potential for causing harm or embarrassment to the state or to ODA is strictly prohibited, including but not limited to the following activities:

- a. Calls to 1-900 numbers;
- b. Duplicating, disseminating, or printing copyrighted materials;
- c. Operating a business, directly or indirectly, for personal gain, or selling goods or services (i.e., sporting event tickets, school / club fundraising items);
- d. Accessing or participating in any type of personal ads or services, such as or similar to dating services, matchmaking services, companion finding services, pen pal services, escort services, or personal ads;
- e. Displaying, transmitting, duplicating, storing, or printing sexually explicit materials;
- f. Displaying, transmitting, duplicating, storing, or printing material that is offensive, obscene, threatening, or harassing;
- g. Installing, attaching, or physically or wirelessly connecting any kind of hardware device to state-provided resources;
- h. Organizing, wagering on, participating in or observing any type of gambling event or activity;
- i. Except for agency approved efforts, soliciting money or support on behalf of charities, religious entities, or political causes;
- j. Using another employee's password or identification measures to access assigned equipment; and
- k. Leaving state equipment unsecure;

Penalties

Violations of this policy may result in disciplinary action up to and including removal, and/or termination of an applicable independent contractor or consultant agreement, and in some instances may also be a criminal offense subject to fines and other penalties. In addition, employees who have knowledge or notice of another employee's violations of this policy and who fail to report such activity may also be subjected to discipline.

Contact

The Human Resources Director is available for consultation regarding the provisions of this policy.

This Policy supersedes any previously issued directive or policy and will remain effective until cancelled or superseded.

Revision History

Date	Description of Change
8/2012	Initial Policy Issued
10/2012	Revisions to Policy Issued
7/2015	Revisions to Policy Issued

