

	Montana Operations Manual Standard	Category	Information Technology
		Effective Date	10/01/2012
		Last Revised	09/20/2012
Issuing Authority	Department of Administration State Information Technology Services Division		
STD-Employee Use of Information Technology			

I. Purpose

This standard outlines the minimum requirements for state government employees regarding information technology usage.

II. Scope

This standard applies to all executive branch agencies and independent contractors, excluding the university system, who have access to, use, or manage state government-controlled information technology.

III. Standard

A. Employees

1. Employees shall use information technology only for conducting state business. Incidental personal use is permitted. "Incidental" is defined as use that does not create cost to the state, interfere with the employee's duties, disrupt state business, or compromise the security or integrity of state government systems.
2. Employees shall abide by copyright law. This includes all laws regarding protected intellectual property, including software. Unauthorized use of copyrighted materials or another person's writings is copyright infringement.
3. Employees shall:
 - a. protect data in their custody, including knowing if data is confidential;
 - b. ensure that critical data is saved to an appropriate location;
 - c. maintain a secure, virus-free environment including checking CD's and USB sticks for viruses before using them on a state computer;
 - d. seek system administrator before installing any software;
 - e. protect equipment from theft and report any loss of equipment or information to their supervisor immediately;

- f. protect passwords and lock systems before leaving them unattended; and
 - g. notify managers or system administrators of anything unusual or if a computer may have a virus.
4. Employees do not have an expectation of privacy when using state-controlled information technology. Unless specifically expressed by proper authority, employee use of state-controlled devices may be accessed, read, copied, used or disclosed with or without the employee's knowledge.

B. Agency Controls

1. Agencies may place additional requirements on employees beyond the requirements in this standard.
2. Agencies shall manage its employees and the use of state information technology resources under the agency's control.
3. Agencies shall require employees sign a document stating they understand the requirements in this standard at the beginning of employment and at least once a year.

C. Model Employee Agreement

A model employee agreement for use by organizations is located at the back of this standard.

IV. References

- [2-17-512, MCA – Powers and duties of department](#)

V. Contact

Send all inquiries regarding this document and its contents to itpolicy@mt.gov.

State of Montana
Employee Use of Information Technology

Information technology is essential to the State of Montana and each employee is responsible for the safe keeping of these resources. This policy outlines important areas of responsibility. Violations of this policy may result in disciplinary action up to and including termination. All employees shall read and sign this policy every year.

Acceptable Use

The State of Montana uses information technology for conducting state business.

Employees must not use technology for purposes other than those that would further their job duties. Incidental personal use is permitted. "Incidental" is defined as use that does not create cost to the state, interfere with the employee's duties, disrupt state business, or compromise the security or integrity of state government systems.

Employees may not violate law, rules, regulations, or policies using information technology while in the course of their duties, including copyright laws. This includes the duplication, transmission, or use of intellectual property without the proper agreements.

Security Responsibility

Employees shall:

- Protect data in their custody, including knowing if data is confidential;
- Ensure that critical data is saved to an appropriate location;
- Maintain a secure, virus-free environment;
- Seek system administrator before installing any software;
- Protect equipment and report any loss of equipment or information immediately;
- Protect passwords and lock systems before leaving them unattended;
- Notify their manager or system administrator of anything unusual or if they think a computer may have a virus.

Privacy

Employees have no expectation of privacy when using state-controlled equipment. State officials may access, read, copy, use or disclose information on state-controlled equipment without prior notification.

Employee Signature

I _____ have read the State of Montana's computer use policies and agree to comply with the conditions within this document.

I understand that all activity using state information technology resources may be monitored including monitoring of my communications, with or without notice; therefore, I have no expectation of privacy when using these resources.

Signed _____ Date _____