



## Information Technology

*Effective date: 2/29/2016*

*Policy #: 1-142*

### 1. Purpose:

The purpose of this policy is to establish standards in accordance with state directives for the use and management of computers and mobile devices within Idaho Department of Parks and Recreation (Department). Specifically, this policy intends to:

1. Establish an appropriate policy structure for the justification, acquisition, and use of computers, mobile devices, related equipment, and software.
2. Promote the identification of cost-effective opportunities for using computers and mobile devices to support the mission and program objectives of the Department.
3. Establish accountability for the acquisition and use of computers, related equipment, and software.
4. Communicate acceptable use, security, and confidentiality requirements related to the use of computers and mobile devices for conducting official Department and/or state business as established by the Idaho Technology Authority.

### 2. Scope:

This policy applies to the Department staff that use a mobile device, computer, related equipment and/or software owned by the Department.

### 3. Responsibility:

The Information Technology (IT) Resource Manager is responsible for implementing the provisions and is the owner of this policy. The Director must approve any amendments.

Responsibility for the use of each computer and mobile device, as well as for the security of data, equipment, and software associated with that computer or device, is assigned to the staff person who regularly uses such mobile device and/or computer.

### 4. Standards and Procedures:

#### 4.1. Definitions.

**Department:** *The Idaho Department of Parks and Recreation.*

**Director:** *The Idaho Department of Parks and Recreation Director or designee.*

#### 4.2. Eligibility for Mobile Devices and Cell Phones.

Requests for new mobile devices and cellular service contracts must be approved by the individual's regional manager and/or bureau chief and the appropriate division administrator for final authorization. Eligibility considerations include staff whose work efficiency and/or safety would be enhanced by the use of a mobile device. Examples include:

1. Staff that may be expected to respond to work-related messages or perform work-related duties beyond normal working hours.
2. Staff that may be required to provide immediate response to urgent situations.
3. Emergency responders who are part of a state or local emergency response plan.
4. Critical systems support personnel who provide after-hours or crisis-response support.
5. Safety personnel who require communications capabilities, as they may be subject to health and safety risks.
6. Highly mobile employees, such as frequent travelers, whose productivity can be enhanced through mobile device use.

#### 4.3. Contracts and Equipment

All devices and their related contracts and agreements will be managed for the Department by the IDPR IT Resource Manager or designee. Mobile device cellular service contracts will be managed for the Department by the IDPR Financial Officer or designee under the following guidelines:

1. Additions to the existing service contract as provided for by the current State contract and upgrades to cellular equipment and/or service levels must be approved by the appropriate division administrator.
2. Monthly invoices for cellular service will be paid by Fiscal using charge codes provided by the supervisor or manager under whose jurisdiction the associated cellular mobile device has been assigned.
3. Cellular telephone equipment must be returned to Fiscal when employees upgrade devices or separate from the Department.
4. Cellular telephone equipment will be reassigned when possible rather than purchasing new units.

#### 4.4. Idaho Technology Authority Policies

The Idaho Technology Authority (ITA) establishes statewide information technology and telecommunications policies, standards, guidelines, and conventions for the State of Idaho. The following ITA policies apply to Department mobile device and computer use:

1. *G540 Mobile Devices*. All Department staff with mobile devices shall comply with the provisions of ITA policy G540 regarding mobile devices.
2. *P1040 Employee Electronic Mail and Messaging Use*. All Department staff shall comply with the provisions of ITA policy P1040 regarding employee electronic mail and messaging use.

3. *P1050 Employee Internet Use, Monitoring and Filtering*. All Department staff shall comply with the provisions of ITA policy P1050 regarding employee internet use, monitoring, and filtering.
4. *P1060 Employee Personal Computer Use*. All Department staff shall comply with the provisions of ITA policy P1060 regarding employee personal computer use.

#### **4.5. Monitoring of Compliance**

The Director of the Department may authorize the use of mobile device management software to monitor compliance with this policy. The software allows the Department to remotely enforce all mobile device security requirements and standards and audit application downloads on state-owned devices. The Department may inspect any and all files stored on mobile devices, on the state network, or any other storage medium used for state business in order to monitor compliance with this policy.

Mobile cellular device cellular usage will be monitored and audited on a regular basis. Supervisors will be notified of irregularities or questionable usage patterns. Supervisors will be responsible for following up with their employees to request clarification or, when necessary, justification.

A Department employee is liable for any unauthorized or illegal use of any mobile device, computer, related equipment and/or software assigned to them, as well as any breaches of policy, security, or confidentiality. Such violations of this policy may result in disciplinary action.

## **5. Revision History:**

1. Supersedes Staff Policy I-75 and I-81.
2. Revised by DSW on 2/18/2016. Combined previous draft policies, moved to new format, updated references, and incorporated policy subcommittee edits.
3. Approved by Director on 2/29/2016.

## **6. References:**

1. [ITA Policy G540 Mobile Devices](#)
2. [ITA Policy P1040 Employee Electronic Mail and Messaging Use](#)
3. [ITA Policy P1050 Employee Internet Use, Monitoring and Filtering](#)
4. [ITA Policy P1060 Employee Personal Computer Use](#)

— End of Document —