



## DE MINIMUS USE

Policy Number: IOT 07-01

Issue Date 12/01/2007

Effective Date: 01/01/2008

1. Purpose

This policy establishes general guidelines permitting the limited personal use of state information technology resources by state employees and contractors and seeks to provide a reasonable safe harbor from concerns about violating ethics rules for permissible personal use of state information technology.

While the State expects that state information technology will be primarily used to achieve the State's business goals and objectives, it also recognizes that its employees and contractors occasionally need to use information technology for personal reasons that (i) cannot reasonably be handled away from work or (ii) are generally permitted in the workplace, in both the private and public sectors.

2. Revision History

Revision Date	Revision Number	Change Made	Reviser
11/29/2007	01	Draft	C. Cotterill

3. Persons, Groups, Systems Affected

- 3.1. This policy affects all full-time, part-time, permanent, or temporary IOT employees and contractors.
- 3.2. Other agencies are encouraged to adopt this policy by reference.

4. Policy

- 4.1. This policy is adopted in accordance with 42 IAC 1-5-12, which provides: "A state officer, employee or special state appointee shall not make use of state materials, funds, property, personnel, facilities or equipment for any purpose other than for official state business unless the use is expressly permitted by a general written agency, departmental or institutional policy or regulation."
- 4.2. This policy recognizes that state employees and contractors may occasionally need to use state resources for personal reasons that cannot reasonably be handled away from work.
- 4.3. Notwithstanding any other provision in this policy, the following are expressly prohibited:
  - 4.3.1. Use that violates the terms of the Information Resources Use Agreement.
  - 4.3.2. Use that interferes with an employee's or contractor's work product.
- 4.4. The personal use should be infrequent, of short duration and, unless not reasonably practical, made on the employee's personal time.

- 4.5. The following examples of *limited* personal use of state IT are expressly permitted.
  - 4.5.1. Scheduling appointments by phone or e-mail that cannot reasonably be scheduled outside of work hours (*i.e.*, doctor's appointments, school conferences, home maintenance appointments, etc.).
  - 4.5.2. Placing personal appointments and contact information in calendars and address books.
  - 4.5.3. Browsing appropriate websites.
  - 4.5.4. Use of printing, copying, and fax machines, only when reasonably considered to be necessary and when it cannot be carried out away from work.
  - 4.5.5. When a state cell phone has been approved because the duties of the job require it, limited personal use is appropriate. Cell phones should only be used when normal telephone service is not available.
5. Compliance
  - 5.1. Supervisors are expected to use reasonable efforts to monitor employees for compliance.
  - 5.2. If a supervisor believes an employee is abusing this policy, the supervisor may implement reasonable safeguards to stop abuse, up to and including complete prohibition against personal use of State resources, action by HR, or immediate termination of employment/contract.
6. This policy does not replace or lessen other restrictions, rules, or statutes.